

Exit Interview App by obviEⁿce

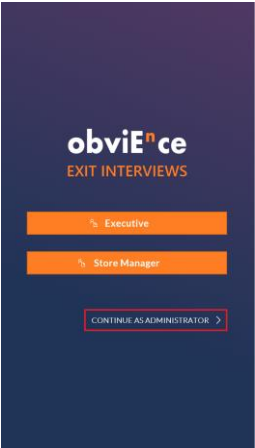
Exit Interview application provides capability to customize, administer or participate in the Exit Interview process. There are two roles the app supports:

Administrator: Has the privilege to create, manage exit interviews and add participants to an interview.

Participant: Gets the opportunity to provide feedback using the application.

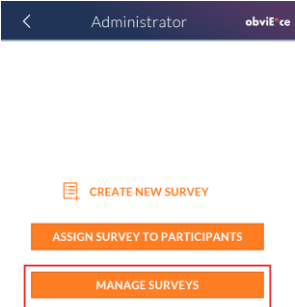
Administrator Role

Once the app is installed click on **CONTINUE AS ADMINISTRATOR** option, you will be navigated to **Manage Surveys** screen.



Manage Interview/Survey

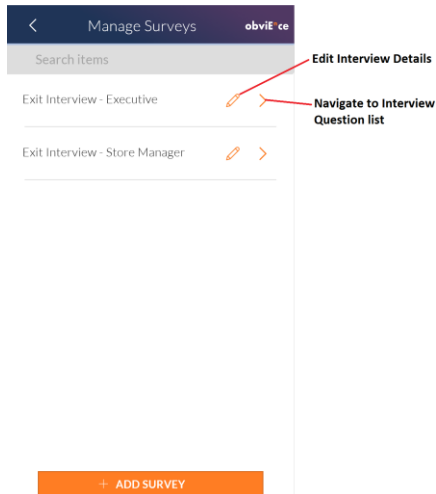
Click on **MANAGE SURVEYS** option, you will be navigated to a screen that lists pre-populated interviews.



Selecting the **pencil icon** next to the interview name, provides the option to edit interview details and change the interview/survey status.

An interview has **two statuses**:

- **Design:** This is the stage when the interview questions are being designed. Administrator can add/edit interview questions. Participants cannot be assigned to the interview.
- **Open:** This is the stage when the interview design is complete and locked down. Interview has been assigned to participants and no changes can be made to the interview questions.



Selection on the **arrow icon** next to each interview navigates the user Interview Questions page. This is the list of questions for the selected interview.

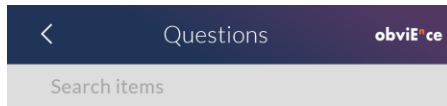
New interviews can be added by selecting **ADD SURVEY** button.

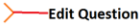
Interview Questions:

Select **arrow icon** next an interview to be navigate to the list of questions. The list displays the question and the question type.


Selecting the **arrow icon** next to the question, navigates to the question detail screen where you can **edit** the question.

Selecting **ADD QUESTIONS** at the bottom of the screen provides an option to **add** questions to the interview. ADD QUESTIONS button is enabled when the interview is in design mode.



Question:
Were you given the tools to succeed at your job? 

Question Type: Boolean

Question:
How do you rate your job position? 

Question Type: 1-10 Scale

Assign Participants:

Once you are ready to administer the interview, navigate back to Manage Surveys screen. This time select **ASSIGN SURVEY TO PARTICIPANTS**.



 CREATE NEW SURVEY

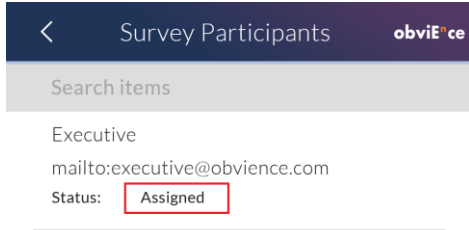
ASSIGN SURVEY TO PARTICIPANTS

MANAGE SURVEYS

A list of interviews is displayed. Select the arrow next to the interview for which you want to assign participants.

Interview Participant List, lists the participants of the survey and the status.

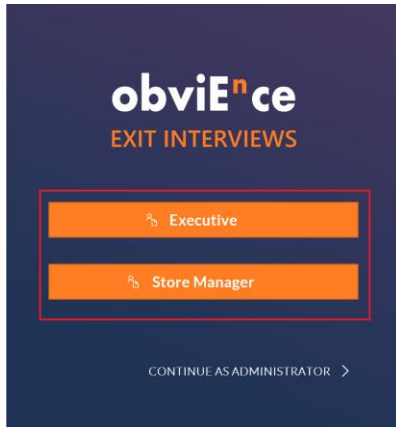
- **Assigned** indicates the interview has been assigned to the participant, but the participant has not started the survey.
- **In Progress** indicates the participant is the process of taking the survey.
- **Complete** indicates the participant has completed the survey.



Selecting **ADD PARTICIPANTS** button on the bottom of the screen provides the ability to **add** participants to the survey.

Participant Role

Navigate back to the home page by clicking on **obviEⁿce logo** on the top left corner. We have provided two participant roles. Select either **Executive** or **Store Manager** role.



You will be navigated to the screen where participant can pick the survey they want to get started with, by selecting the arrow icon next to the interview name.

Participant can start answering the survey and move to the next question by selecting the **Next** button on the bottom right of the screen.

