



Project Details

Organisation Name

Group/ Team Name

Team/Report Type

Executive

Manager

Frontline

Agile

Project Timing

Survey Launch Date

Survey Close Date

Report Delivery Date

Report Delivery Email Address

Repeat HPTA

Is this a repeat HPTA?

Yes

No

Whitelisting

Email addresses to be whitelisted

- surveys@pbcsurveys.com
- support@hogan360degree.com
- noreply@qemailserver.com

Survey Website Addresses

The following web addresses are used for assessments and their components. These should be approved for web access.

- pbc360.eu.qualtrics.com
- pbcusei.co1.qualtrics.com
- pbc.eu.qualtrics.com
- qualtrics.com
- hogan360.peterberry.com.au
- peterberry.com.au

Recommended Web Browsers

The survey platform is supported across the latest versions of the following browsers:

- Chrome (recommended)
- Firefox
- Explorer
- Safari

The platform is not supported on Internet Explorer (IE) 8 and earlier versions of IE. Other IT specifications that need to be actioned; include firewall access, spam filter configuration and potential IT restrictions/permissions. This can be resolved by the client IT department/administrator. Client organisation has advised relevant IT area to add email addresses to approved senders list (whitelist).

Please complete the below items prior to launch

Raters have been notified of their pending participation in the HPTA

Sample survey invitation email has been authorised by client



HPTA Rater Upload Template

Instructions:

- We need a minimum of 5 Evaluators/Raters to complete the survey before we can produce a report (this is to ensure confidentiality and anonymity of responses)
- Please ensure that Evaluators/Raters have been notified and are expecting to receive an email from surveys@peterberry.com.au

	First Name	Surname	Email
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Best practice: Max 20 raters, if you need to add more than 20 raters please call an APS consultant

Please return your completed form to info@advancedpeoplestrategies.co.uk

