



# Self-Assessment

Create tailored assessments that keep people safe and informed

## WHY SELF-ASSESSMENT MATTERS

**You can't manage what you don't ask about.** From driver assessments and health declarations to maternity, wellbeing or topical questionnaires, self-assessments are a practical way to understand risks, concerns and compliance across your workforce.

Relying on ad-hoc forms or stand-alone survey tools makes it hard to manage who needs to complete what, whether assessments have been reviewed and where actions are still outstanding.

With AssessNET, you can design assessments that fit your organisation, automate who they go to and when, and keep a full audit trail from initial invitation through to completion, review and sign-off.

## KEY FUNCTIONS

### Create fully customizable templates

Build assessment and questionnaire templates to suit any purpose, from driver checks and Covid-style health screens to declarations, HR forms and one-off campaigns. Use different question types, sections and attachments so each template captures exactly what you need.

### Assign assessments automatically

Give users access to a Self-Assessment dashboard showing what they need to complete and what's already done. Assign assessments automatically, including on a recurring basis, so nothing is missed and you don't have to chase manually.

## Build sign-off workflows

Configure sign-off procedures with one or multiple levels of review. Route completed assessments to line managers or specialists for sign-off and use automatic email notifications to keep reviewers informed when items need their attention.

## Capture evidence and actions

Allow users to attach supporting documents, images and notes to their responses where required. Assign and track actions against individual questions or responses to highlight potential concerns and ensure they are addressed.

## Monitor users and assessments

Search for users by name, line manager or location/department. See, at a glance, whether they are up to date or have pending assessments. Drill into individual records to view assessment status, archives and full audit trails.

# PROACTIVELY MANAGE SELF-ASSESSMENTS

**AssessNET's Self-Assessment module sits within the wider AssessNET health and safety platform, giving you a connected way to collect and act on information from your workforce.** Link assessments and resulting actions to other modules such as Risk Assessment, DSE, Training Management, Accident & Incident and Hazard Reporting to create a joined-up picture of risk and compliance.

Dashboards and reporting help you see completion rates, sign-off bottlenecks and recurring themes in responses, so you can target support and interventions where they will make the biggest difference.