

Getting Started with - The Stakeholder Instant Feedback Tool (SIFT)

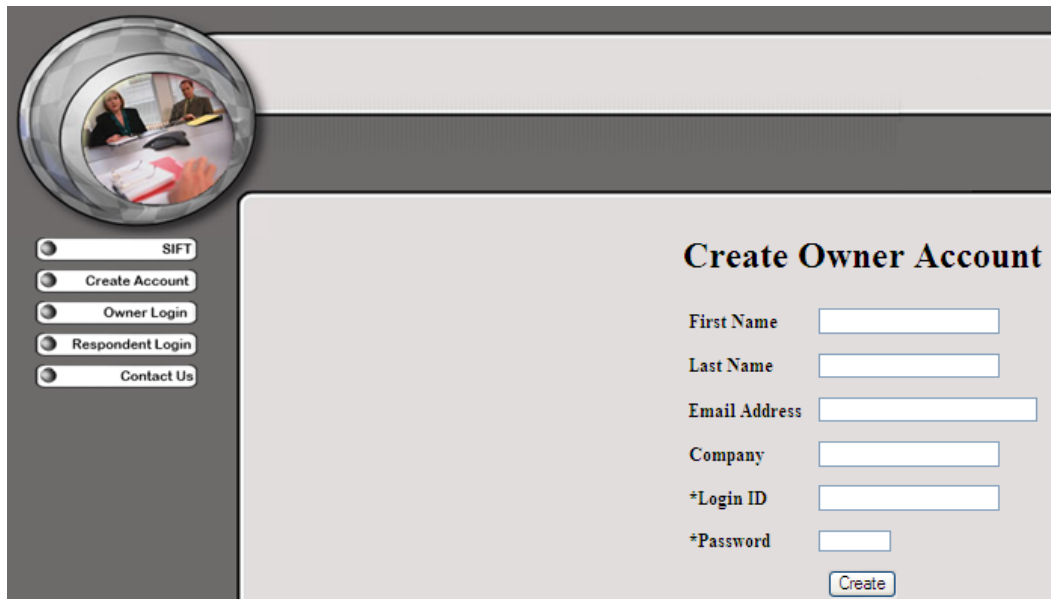
In less than 5 minutes and in 5 easy steps, you can start getting confidential, anonymous feedback from your staff!

SIFT, LIFT and MIF accounts are all free to setup and use for free for 45 days. No Credit Cards or personal information required.

Step 1 - Log on to:

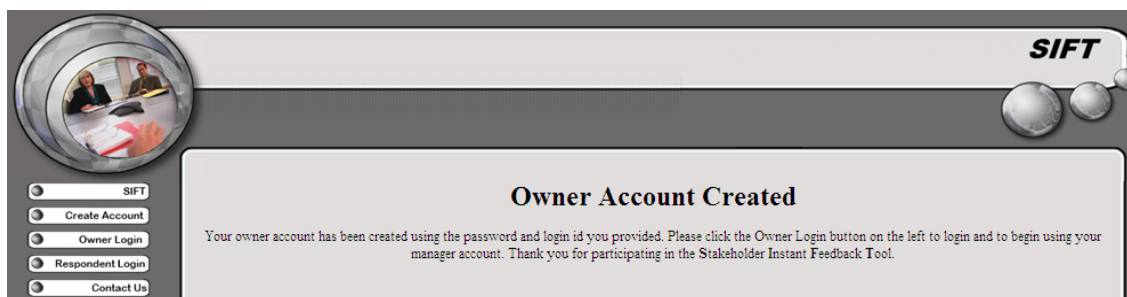
<http://tinyurl.com/SIFTAccount>

and input your data.



The screenshot shows the 'Create Owner Account' form on the SIFT website. On the left, there is a circular image of two people in a meeting and a vertical navigation menu with buttons for 'SIFT', 'Create Account', 'Owner Login', 'Respondent Login', and 'Contact Us'. The main form area has the title 'Create Owner Account' and several input fields: 'First Name', 'Last Name', 'Email Address', 'Company', '*Login ID', and '*Password'. A 'Create' button is located at the bottom right of the form.

Once created you will see a screen like this:



The screenshot shows the 'Owner Account Created' confirmation screen. It features the same circular meeting image and navigation menu on the left. The main content area has the title 'Owner Account Created' and a message: 'Your owner account has been created using the password and login id you provided. Please click the Owner Login button on the left to login and to begin using your manager account. Thank you for participating in the Stakeholder Instant Feedback Tool.' The SIFT logo is visible in the top right corner of the page.

You will also receive an instant email confirming your account with details, login and password. We recommend you keep this file for future reference.

Step 2 – Click **Owner Login** and input the id you created and your password.

Step 3 – Select **Manage Questions** to create your own questions. Enter the questions you want to track as many as necessary (there is no limit), but we suggest as few as possible to maximize participation.

The screenshot shows the SIFT Owner Features page. On the left is a navigation menu with buttons: SIFT, Create Account, Owner Login, Respondent Login, Contact Us, Manage Respondents, Show Results, Sample Survey, Manage Questions, and Logout. The main content area has a heading "Owner Features" and a sub-heading "Thank you for setting up your profile for SIFT, the Stakeholder Instant Feedback Tool." Below this are four sections: "Survey Participants" (describing adding/removing participants), "Show Results" (describing viewing results by date range), "Sample Survey" (describing viewing the exact survey), and "Logout" (describing logging out).

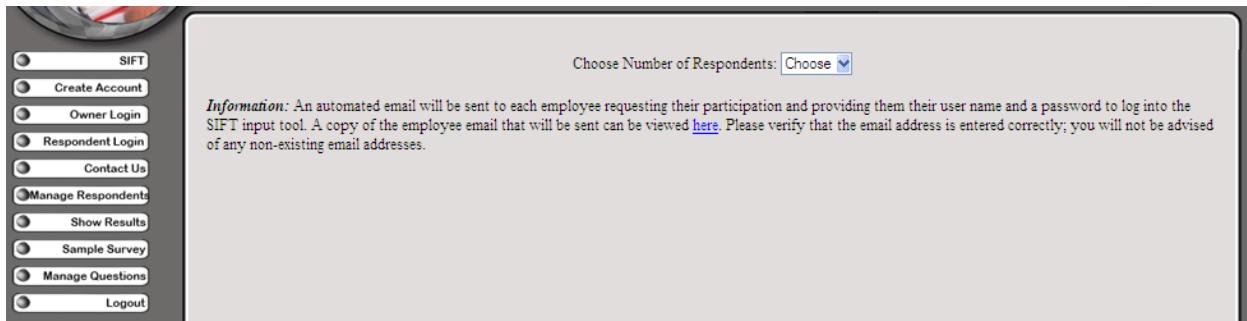
Step 4 – Create your questions in the box to the right of “Add Question”. All questions use the same 5-point Likert scale.

The screenshot shows the SIFT Edit Survey Questions page. On the left is the same navigation menu as in the previous screenshot. The main content area has a heading "Edit Survey Questions" and a text box containing the answer form: "Answer Form: 1 - Strongly Disagree, 2 - Disagree, 3 - Neutral, 4 - Agree, 5 - Strongly Agree, N/C - No Comment or Not Observed". Below this is an "Add Question" button and a text input field. At the bottom, it says "There are no questions to display".

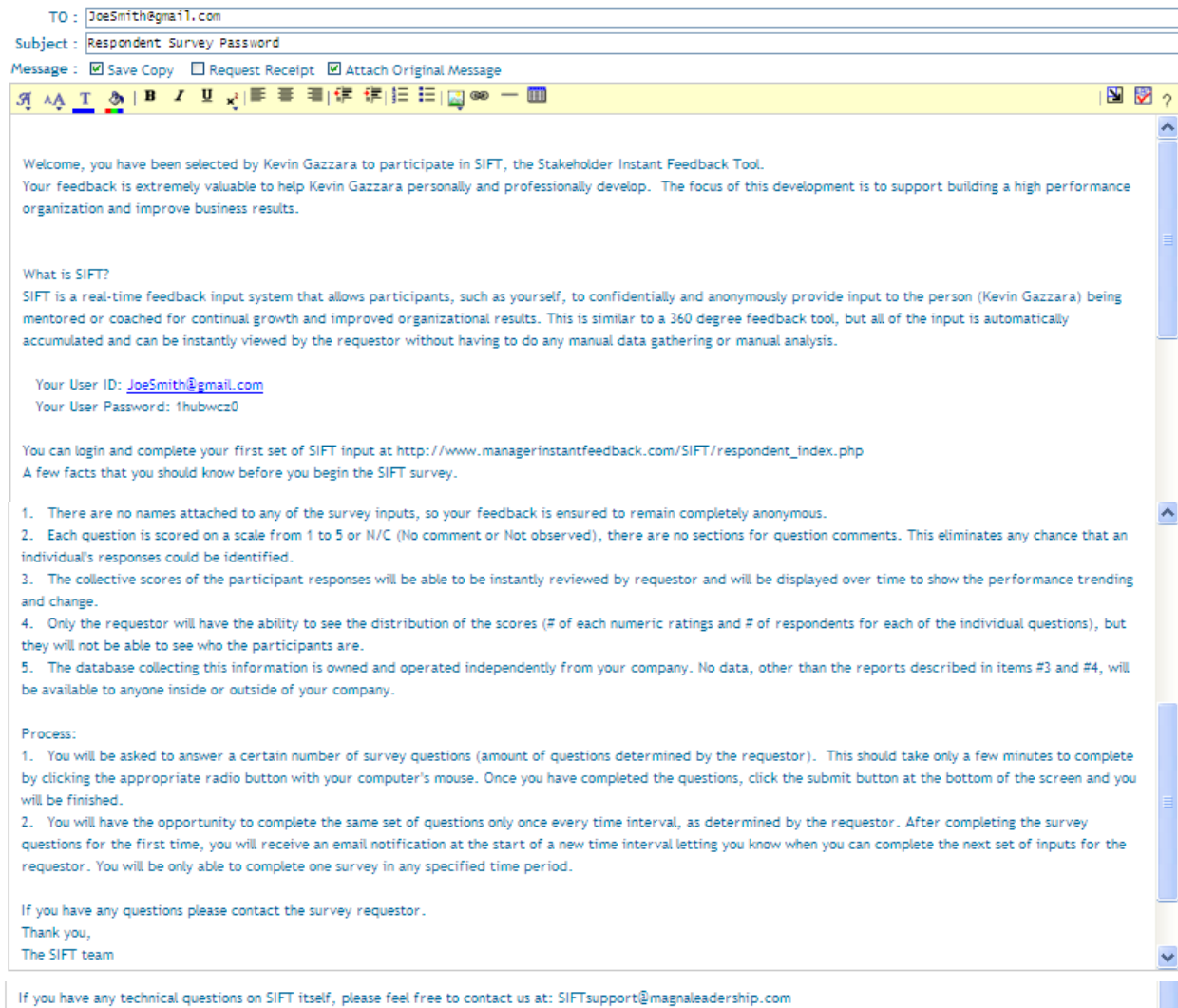
Step 5 – Manage your respondents

You can add or delete respondents or change the frequency of feedback at any time!

Click **Manage Respondents** on the left hand side of your screen.



Choose the # of respondents (up to 15). Your respondents receive and automated email inviting them to participate in SIFT with a system-generated password.



Respondents complete a your survey questions (LIFT Sample Survey Shown)

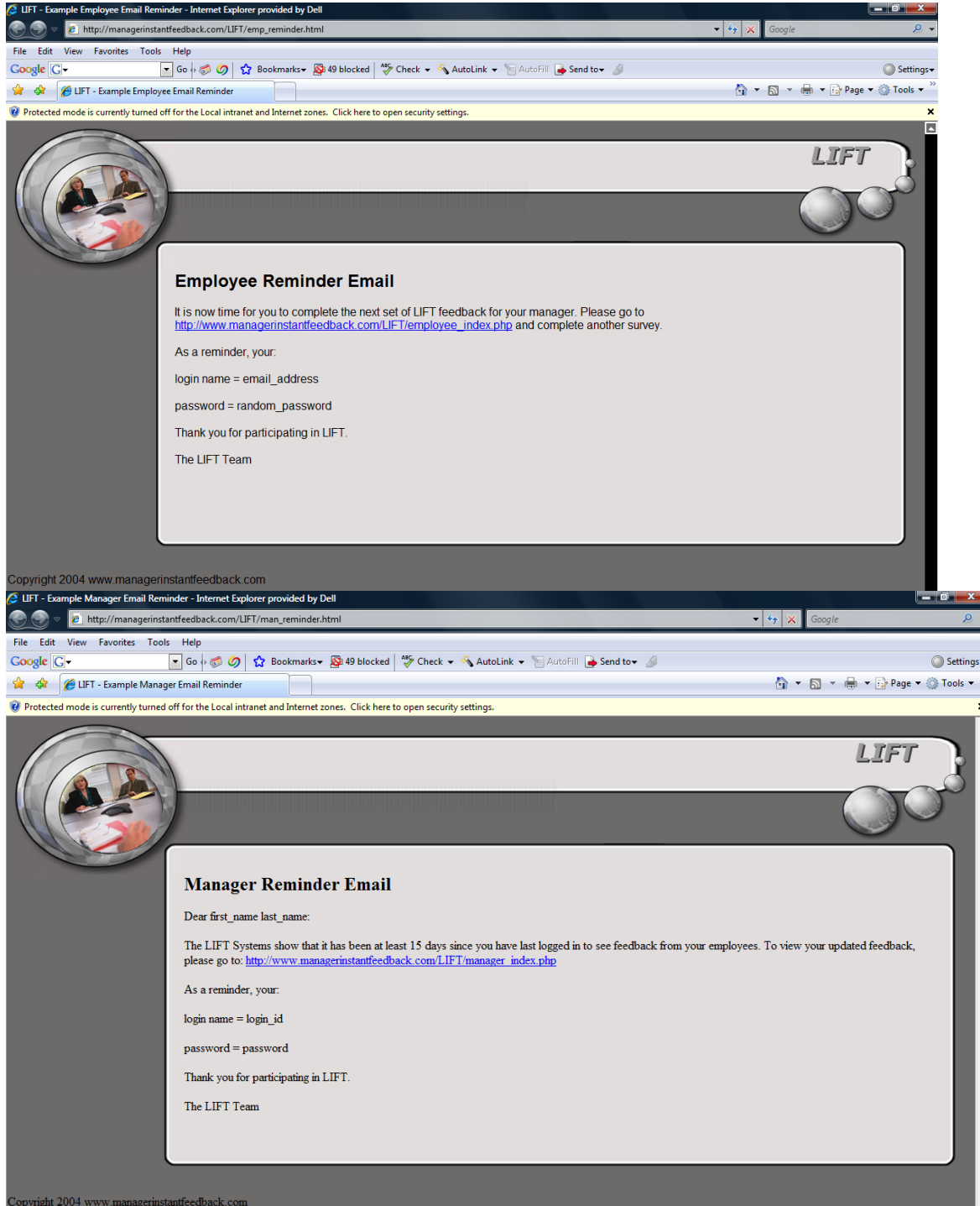
Standard Employee Survey

1 - Strongly Disagree, 2 - Disagree, 3 - Neutral, 4 - Agree, 5 - Strongly Agree, N/A - Not Applicable

No.	Question	1	2	3	4	5	N/A
1.	Is effective at consistently completing projects successfully.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	Derives satisfaction from helping employees succeed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	Meaningfully uses the feedback provided by others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	Constantly looks for opportunities to grow his/her employees.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	Is consistent with his/her words and actions over time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	Shows genuine care for others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	Promotes an organization culture that allows people to cooperatively perform as a team.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	Instills his/her level of confidence in others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	Empowers employees to achieve the shared goals of the organization.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.	Creates plans that go beyond the short-term horizon.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11.	Consistently moves the organization forward when in a changing environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.	Prepares the organization to excel at producing goods and services that the customers want and need.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Copyright 2004 www.managerinstantfeedback.com

Once your account is set-up and you want to check your data, add/delete respondents or change the frequency of feedback.



Once every interval of your choice (2 weeks, 1 month, 2 months or 3 months)

you and your respondents receive a reminder email to keep the feedback coming.

Checking your Results – Once respondents have begun providing input

Step 1- Login

<http://tinyurl.com/SIFTlogin>

SIFT

Not all values entered.
Please enter a username and a password.

Owner Login

Login ID

Password

[Forgot your password?](#)

Step 2 – Click  on the lower left hand side of your screen.

Step 3 - Choose the Date range you prefer (Biweekly suggested for first 2 months of viewing)

LIFT

Choose Analysis Date Range

Options

- Biweekly
- Monthly
- Quarterly
- Yearly
- Specific Date Range
- View Comments

Step 4 - See your results

Biweekly Segments from Sep. 04 2008 to Oct. 29 2008

Color	Value Range
	0 - 2.49
	2.50 - 3.99
	4.00 - 5.00

LEGEND: 1 - Strongly Disagree, 2 - Disagree, 3 - Neutral, 4 - Agree, 5 - Strongly Agree, N/A - Not Applicable

No.	Question	Average Score				Respondents	Question Total Avg.
		Sep. 04 2008 to Sep. 18 2008	Sep. 19 2008 to Oct. 03 2008	Oct. 04 2008 to Oct. 18 2008	Oct. 19 2008 to Oct. 29 2008		
1.	Is effective at consistently completing projects successfully.	0.00	0.00	0.00	4.00	1	4.00
2.	Derives satisfaction from helping employees succeed.	0.00	0.00	0.00	5.00	1	5.00
3.	Meaningfully uses the feedback provided by others.	0.00	0.00	0.00	3.00	1	3.00
4.	Constantly looks for opportunities to grow his/her employees.	0.00	0.00	0.00	4.00	1	4.00
5.	Is consistent with his/her words and actions over time.	0.00	0.00	0.00	5.00	1	5.00
6.	Shows genuine care for others.	0.00	0.00	0.00	2.00	1	2.00
7.	Promotes an organization culture that allows people to cooperatively perform as a team.	0.00	0.00	0.00	3.00	1	3.00
8.	Instills his/her level of confidence in others.	0.00	0.00	0.00	1.00	1	1.00
9.	Empowers employees to achieve the shared goals of the organization.	0.00	0.00	0.00	4.00	1	4.00
10.	Creates plans that go beyond the short-term horizon.	0.00	0.00	0.00	3.00	1	3.00
11.	Consistently moves the organization forward when in a changing environment.	0.00	0.00	0.00	2.00	1	2.00
12.	Prepares the organization to excel at producing goods and services that the customers want and need.	0.00	0.00	0.00	2.00	1	2.00
TOTALS		0.00	0.00	0.00	3.17	12	3.17

Step 5 – Click on any rating to see details of score distributions

Biweekly Segments from Sep. 04 2008 to Oct. 29 2008

Response Distribution for Question 1 from Oct. 19 2008 to Oct. 29 2008

Question: "Is effective at consistently completing projects successfully."

1 - Strongly Disagree, 2 - Disagree, 3 - Neutral, 4 - Agree, 5 - Strongly Agree, N/A - Not Applicable

Total Responses: 1


Label	Percentage	Frequency
Value 1 Responses	0.00%	0 responses
Value 2 Responses	0.00%	0 responses
Value 3 Responses	0.00%	0 responses
Value 4 Responses	100.00%	1 responses
Value 5 Responses	0.00%	0 responses
N/A Responses	0.00%	0 responses

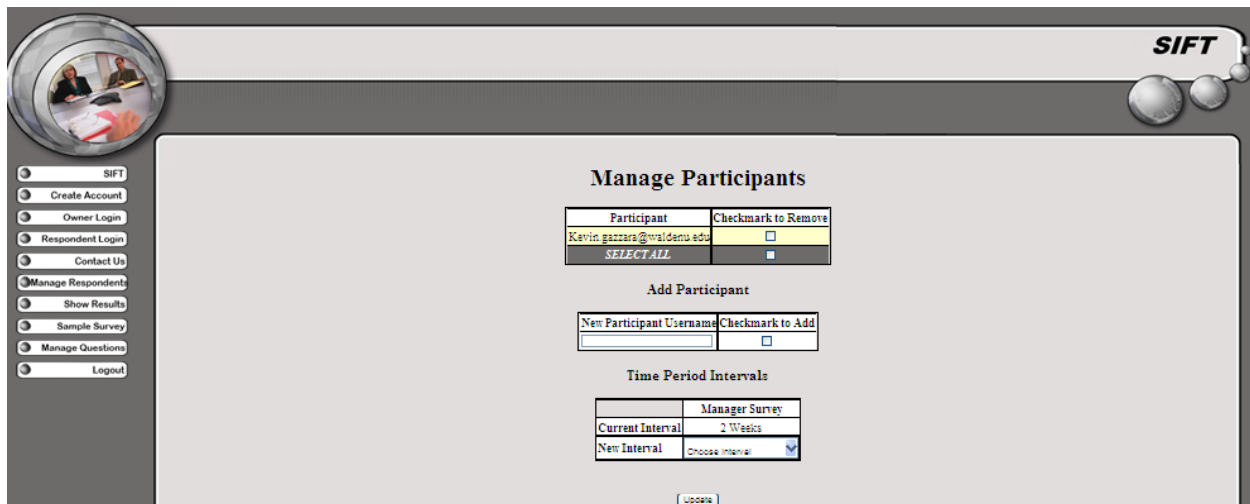
Copyright 2004 www.managerinstantfeedback.com

Average Score				Respondents	Question Total Avg.
04 2008 to 18 2008	Sep. 19 2008 to Oct. 03 2008	Oct. 04 2008 to Oct. 18 2008	Oct. 19 2008 to Oct. 29 2008		
0.00	0.00	0.00	4.00	1	4.00
0.00	0.00	0.00	5.00	1	5.00
0.00	0.00	0.00	3.00	1	3.00
0.00	0.00	0.00	4.00	1	4.00
0.00	0.00	0.00	5.00	1	5.00
0.00	0.00	0.00	2.00	1	2.00
0.00	0.00	0.00	3.00	1	3.00
0.00	0.00	0.00	1.00	1	1.00
0.00	0.00	0.00	4.00	1	4.00
0.00	0.00	0.00	3.00	1	3.00
0.00	0.00	0.00	2.00	1	2.00
0.00	0.00	0.00	2.00	1	2.00
0.00	0.00	0.00	3.17	12	3.17

Supplemental Information

Want to add or delete employees, or change the frequency of feedback?

Click  on the left hand side of your screen.



Manage Participants

Participant	Checkmark to Remove
Kevin.gazzara@waldenu.edu	<input type="checkbox"/>
SELECT ALL	<input type="checkbox"/>

Add Participant

New Participant Username	Checkmark to Add
<input type="text"/>	<input type="checkbox"/>

Time Period Intervals

	Manager Survey
Current Interval	2 Weeks
New Interval	<input type="text" value="Choose Interval"/> <input type="button" value="v"/>

[Update]

Questions?

Please contact: SIFTSUPPORT@Magnaleadership.com