



USER MANUAL – EVALUATION FORM

(PAGE 1-2 FOR HCA) (PAGE 3-4 FOR SUPERVISOR) (PAGE 5-6 FOR MANAGER)

Overview

This form consist of three parts (HCA | SUPERVISOR | MANAGER) First needs to be filled by HCA. Once HCA has submitted the Form, then an email will be sent to the supervisor as HCA Selected. Now supervisor will evaluate the HCA and select the respective branch manager emails then the manager will receive an email from the supervisor after that manager should enter their remarks and submit the form.

Apply online for iPad - HCA

<https://forms.gle/z62KpvVge7bCp1PT6>

Note: Please select your employee type at the end of each section. ***VERY IMPORTANT***

Here is how HCA can apply

Steps to apply online

1. Click <https://forms.gle/z62KpvVge7bCp1PT6>

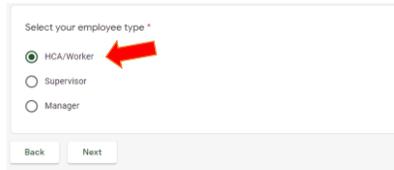
This link would redirect to the form page where HCA can fill out all the mandatory information.



2. Please type your valid email address, enter your full name, enter your employee ID, enter date of hire, select your branch name, select your supervisor's name and select your supervisor's email
3. PLEASE SELF EVALUATE YOURSELF FAIRLY

Always on time *
<input type="radio"/> Yes
<input type="radio"/> No
Safety measures at the client's home *
<input type="radio"/> Yes
<input type="radio"/> No

4. When all information is entered scroll down to last and Select your employee type
 - a. HCA/Worker



Select your employee type *

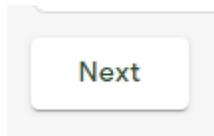
HCA/Worker

Supervisor

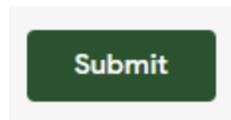
Manager

Back Next

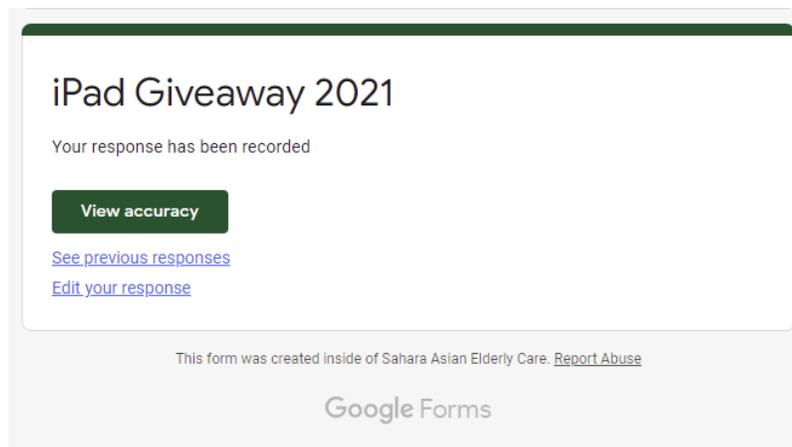
5. Click on the **Next** button



6. Click submit to finish.



7. Your response has been recorded (**Best of Luck**)



iPad Giveaway 2021

Your response has been recorded

[View accuracy](#)

[See previous responses](#)

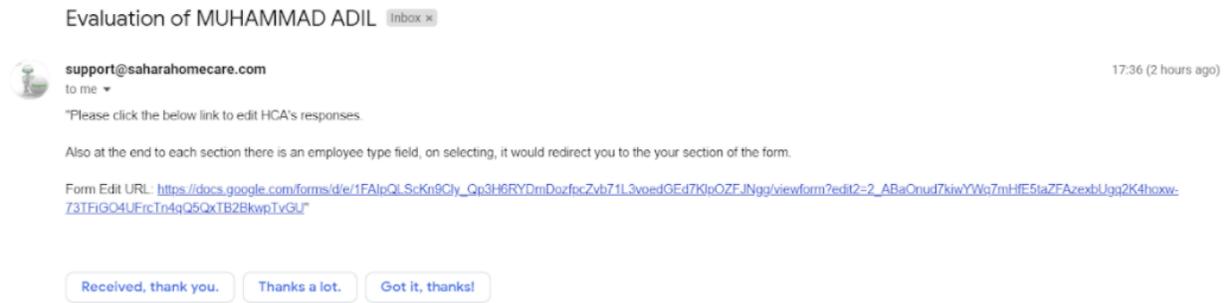
[Edit your response](#)

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Google Forms

SUPERVISOR PART

Once HCA has submitted their form an email will be sent to the supervisor.
Click on the link received through email and you would be redirected to HCA's response page.



1. Scroll down to the last and select your employee type as **supervisor** and select **Next** to redirect your form.

The screenshot shows a form titled "Select your employee type *". It contains three radio button options: "HCA/Worker", "Supervisor", and "Manager". The "Supervisor" option is selected, indicated by a green dot. A red arrow points to the "Next" button located below the form.

NOTE: SECTION 2 FOR SUPERVISORS ONLY (Please evaluate the above HCA)

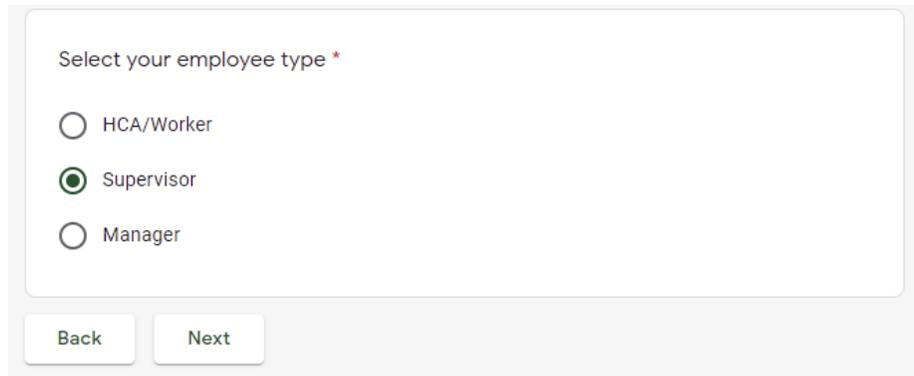
2. Select your branch manager

The screenshot shows a form titled "Select your branch manager *". It features a dropdown menu with the email address "nazimab@saharahomecare.com" selected.

3. Now Supervisor can Evaluate HCA

The screenshot shows a form titled "Always on time *". It contains two radio button options: "Yes" and "No". The "Yes" option is selected, indicated by a green dot. Below this section, there is another section titled "Safety measures at the client's home *".

4. Select your Employee type “**Supervisor**”



Select your employee type *

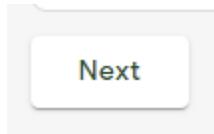
HCA/Worker

Supervisor

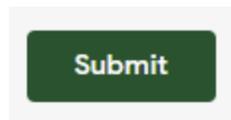
Manager

Back Next

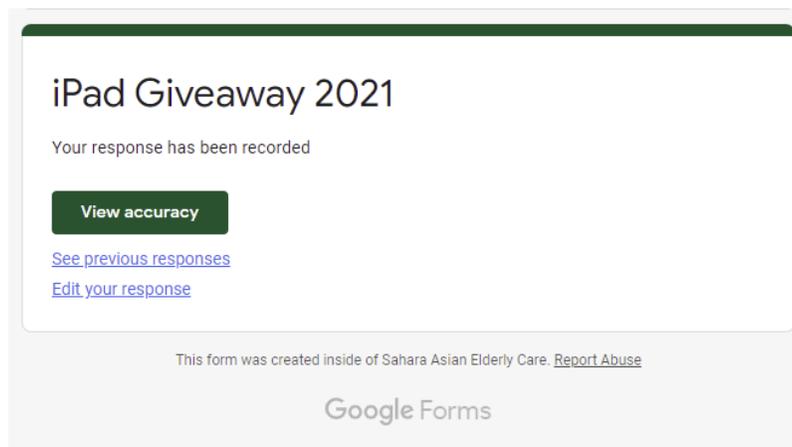
5. Click on the **Next** button



6. Click submit to finish.



7. Your response has been recorded



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Your response has been recorded

View accuracy

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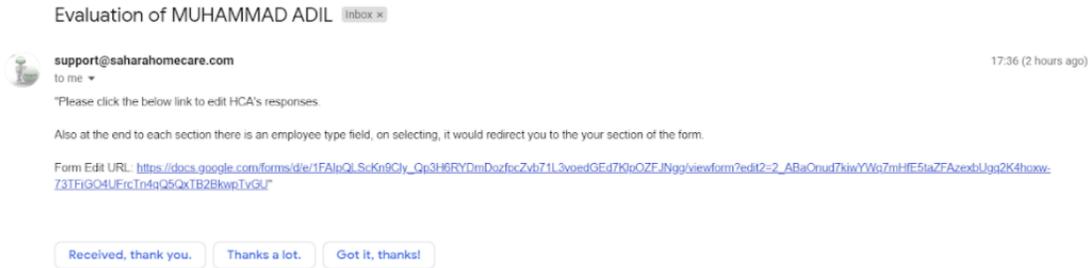
[Edit your response](#)

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MANAGER PART

Once SUPERVISOR has submitted their form an email will be sent to the MANAGER. Click on the link received through email and you would be redirected to HCA's and Supervisor response page.



Scroll down to the last and you can review **HCA** and **Supervisor** evaluations with the help of selecting Employee type and click next

The screenshot shows a form titled "Select your employee type *". It contains three radio button options: "HCA/Worker" (which is selected), "Supervisor", and "Manager". Below the options is a "Next" button, which is highlighted with a red arrow.

1. Once you reviewed so you can scroll down to the last and select your employee type **Manager** and click **Next** Button for adding your comments

The screenshot shows a form titled "Select your employee type *". It contains three radio button options: "HCA/Worker", "Supervisor", and "Manager" (which is selected). Below the options is a "Next" button.

2. Enter your comments and **Submit** the form

Note: Section 3 for branch manager's only

Branch Manager's Remarks

SECTION 3 FOR BRANCH MANAGER'S ONLY

Enter your comments *

Your answer

A copy of your responses will be emailed to the address you provided.

[Back](#) [Submit](#)

Never submit passwords through Google Forms.

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