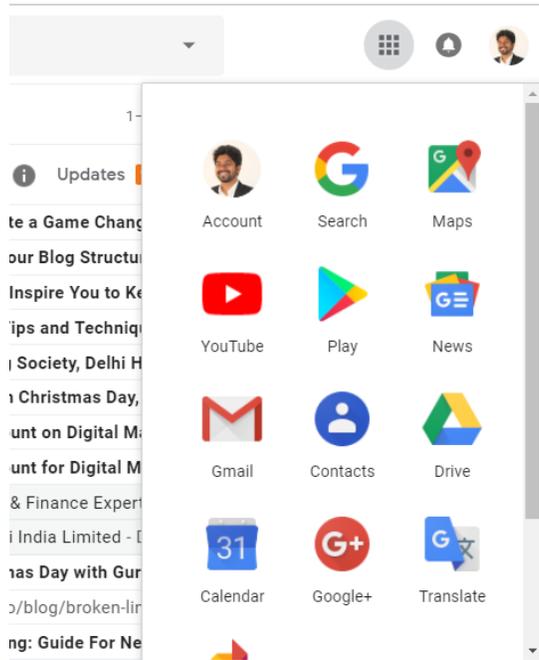
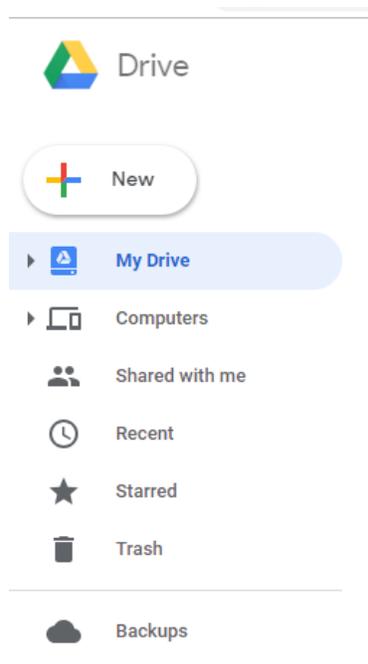


How to create your Self Evaluation Questionnaire using Google forms

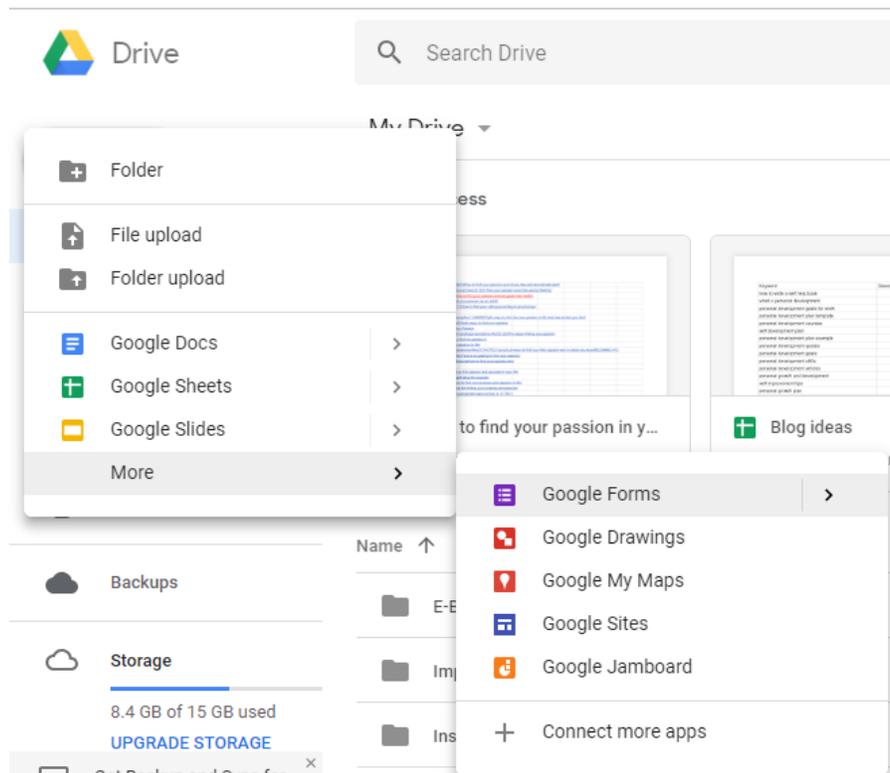
Step 1: Login to your Gmail Id, click on Options near your photo or account icon and click on your Google Drive



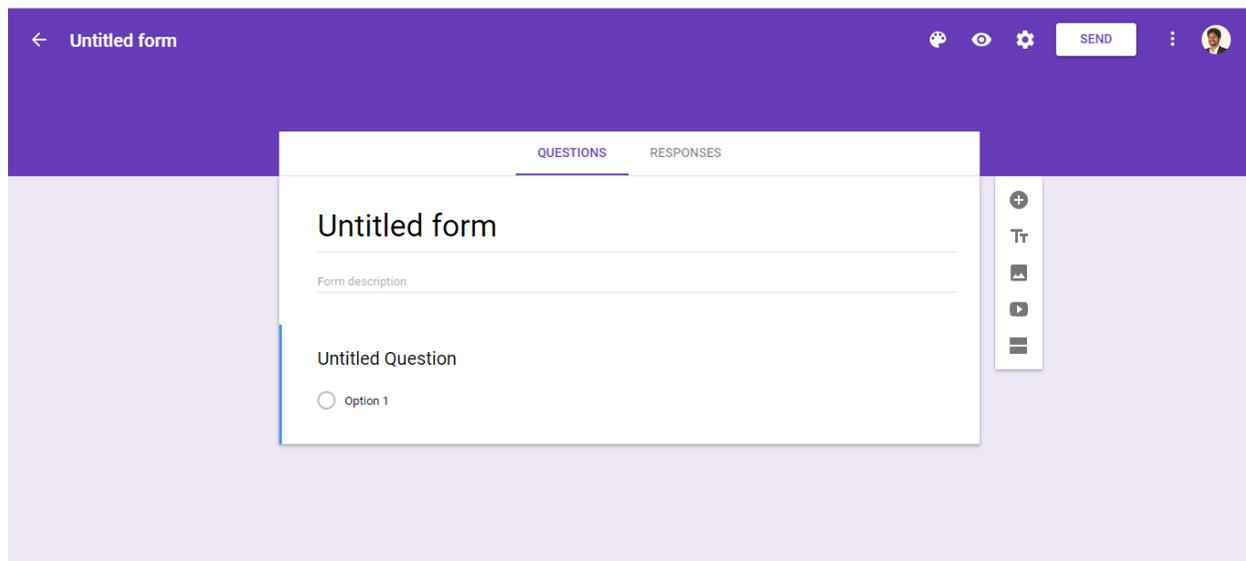
Step 2: Click on “New”



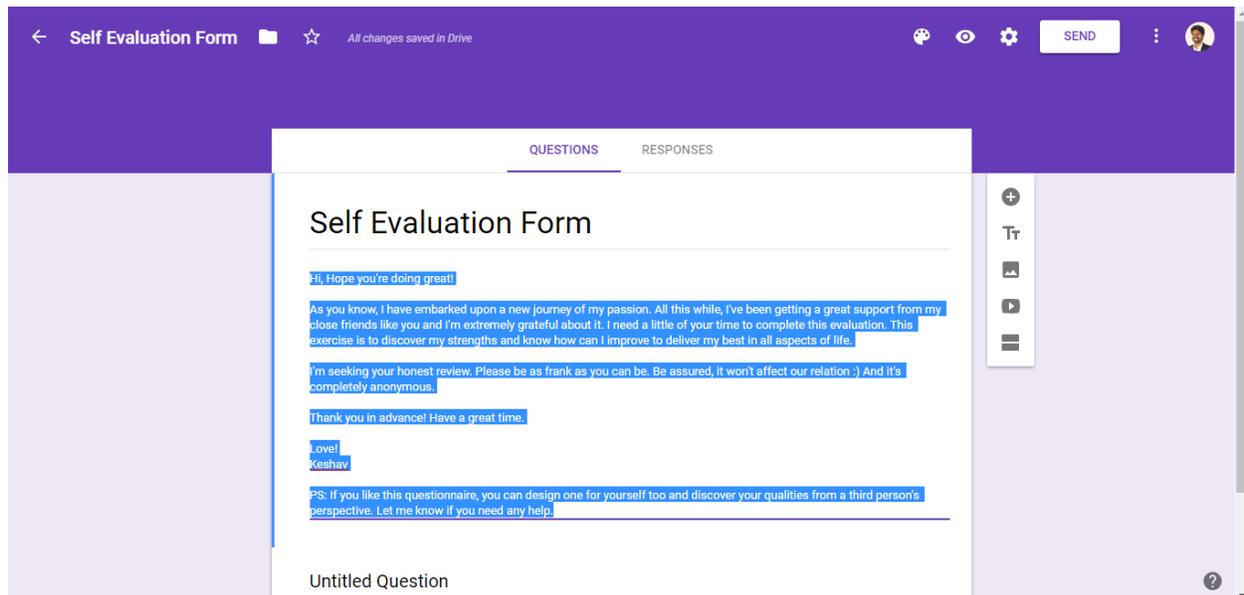
Step 3: Select Google Forms



It will open up like this.

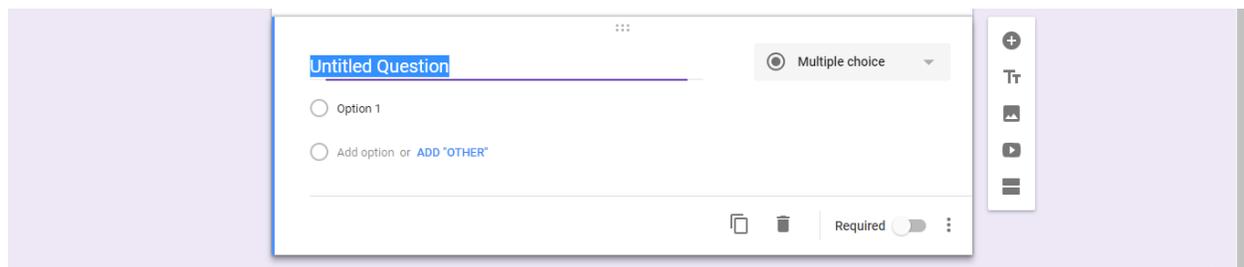


Step 4: Put the title and description like this

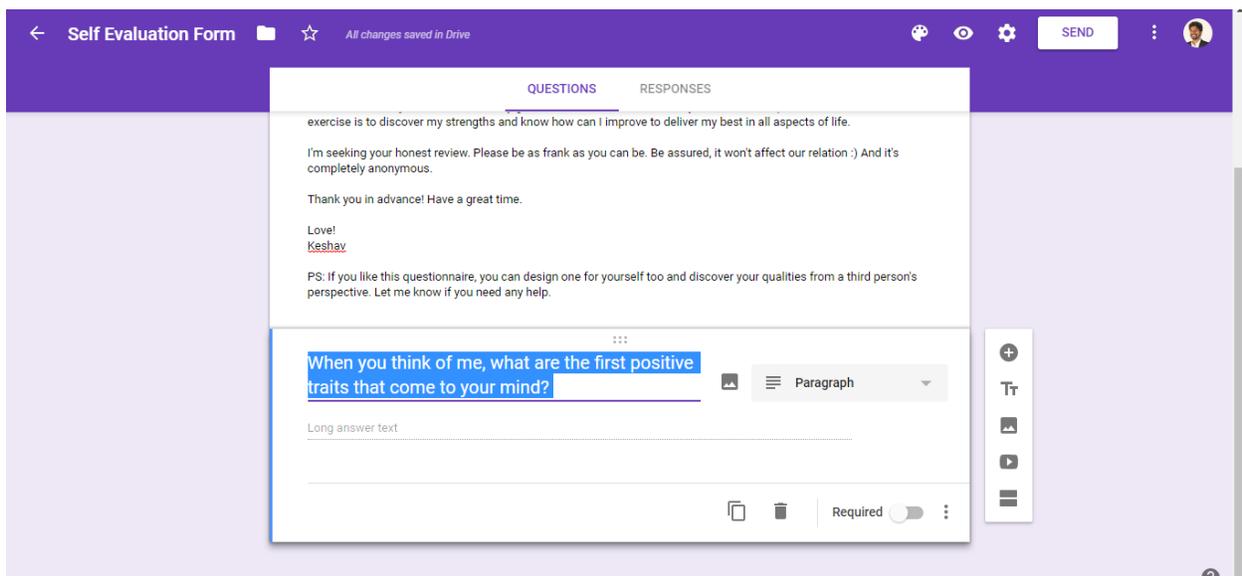
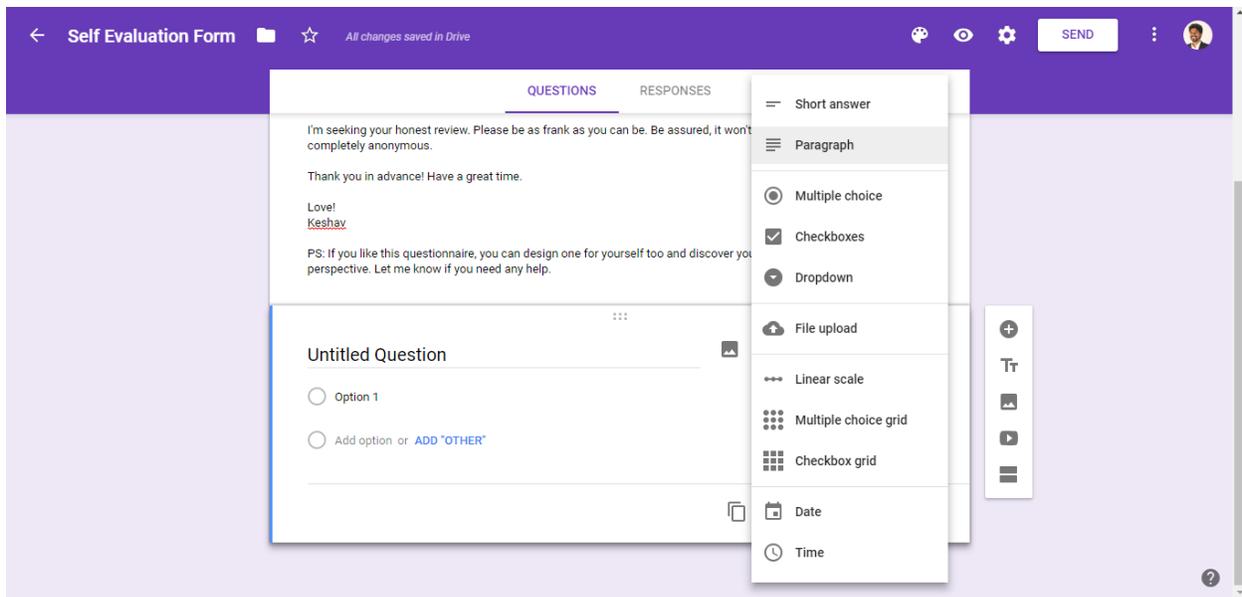


You can choose whatever you want to write in the description.

Step 5: Write questions



And instead of “Multiple Choice”, select “Paragraph” for answers. There are different options, you can try whatever suits you.



Click on “Add Question”, plus sign on the right. (List of all questions is given at the end of this document)

Self Evaluation Form All changes saved in Drive

QUESTIONS RESPONSES

exercise is to discover my strengths and know how can I improve to deliver my best in all aspects of life.

I'm seeking your honest review. Please be as frank as you can be. Be assured, it won't affect our relation :) And it's completely anonymous.

Thank you in advance! Have a great time.

Love!
Keshav

PS: If you like this questionnaire, you can design one for yourself too and discover your qualities from a third person's perspective. Let me know if you need any help.

When you think of me, what are the first positive traits that come to your mind?

Paragraph

Long answer text

Required

Self Evaluation Form All changes saved in Drive

QUESTIONS RESPONSES

PS: If you like this questionnaire, you can design one for yourself too and discover your qualities from a third person's perspective. Let me know if you need any help.

When you think of me, what are the first positive traits that come to your mind?

Long answer text

Question

Multiple choice

Option 1

Add option or ADD "OTHER"

Required

Similarly, write the next question and select the format of answer you want. (List of all questions is given at the end of this document)

In case, you want the question to be mandatory (user will not be able to submit the questionnaire without answering that question), toggle the "Required" button like this...

Self Evaluation Form

QUESTIONS RESPONSES

Love!
Keshav

PS: If you like this questionnaire, you can design one for yourself too and discover your qualities from a third person's perspective. Let me know if you need any help.

When you think of me, what are the first positive traits that come to your mind?

Paragraph

Long answer text

Required

Settings

Question

Option 1

(List of all questions is given at the end of this document)

Step 6: Once you have filled all the questions you want to be answered, click on "Setting" button on the right of tool bar.

Self Evaluation Form

QUESTIONS RESPONSES

Settings

Hi, Hope you're doing great!

As you know, I have embarked upon a new journey of my passion. All this while, I've been getting a great support from my close friends like you and I'm extremely grateful about it. I need a little of your time to complete this evaluation. This exercise is to discover my strengths and know how can I improve to deliver my best in all aspects of life.

I'm seeking your honest review. Please be as frank as you can be. Be assured, it won't affect our relation :) And it's completely anonymous.

Thank you in advance! Have a great time.

Love!
Keshav

PS: If you like this questionnaire, you can design one for yourself too and discover your qualities from a third person's perspective. Let me know if you need any help.

When you think of me, what are the first positive traits that come to your mind?

Paragraph

Long answer text

Required

Settings

Settings

GENERAL PRESENTATION QUIZZES

Collect email addresses

Response receipts ?

Requires sign in:

Limit to 1 response

Respondents can:

Edit after submit

See summary charts and text responses

CANCEL SAVE

Settings

GENERAL PRESENTATION QUIZZES

Show progress bar

Shuffle question order

Show link to submit another response

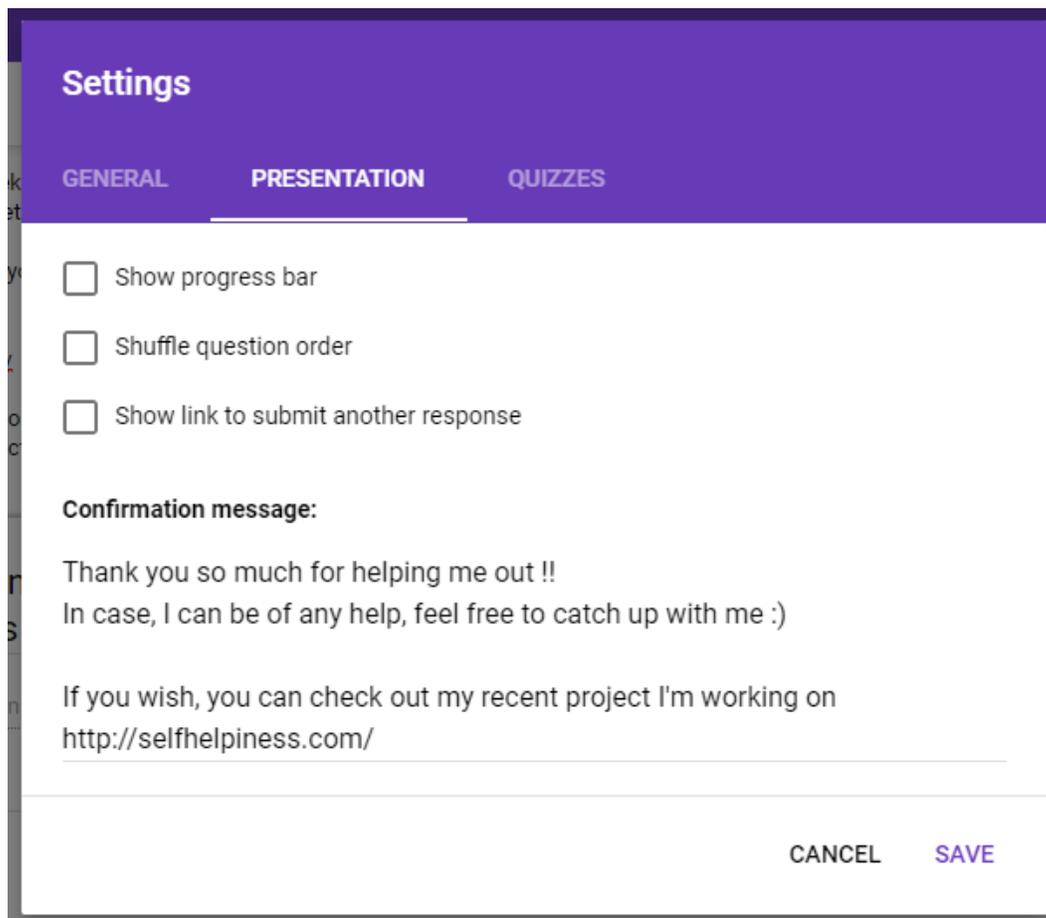
Confirmation message:

You can write your message which you want the respondent to see after submitting the answers.

CANCEL SAVE

You can do settings as per your wish here. You can also add confirmation message which will be visible once the answers have been submitted by the respondent.

This is how it looks for my questionnaire.



The image shows a screenshot of a 'Settings' dialog box with a purple header. The 'PRESENTATION' tab is selected. There are three unchecked checkboxes: 'Show progress bar', 'Shuffle question order', and 'Show link to submit another response'. Below these is a 'Confirmation message' section containing a thank-you note and a link to the user's project on selfhelpiness.com. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

Settings

GENERAL **PRESENTATION** QUIZZES

Show progress bar

Shuffle question order

Show link to submit another response

Confirmation message:

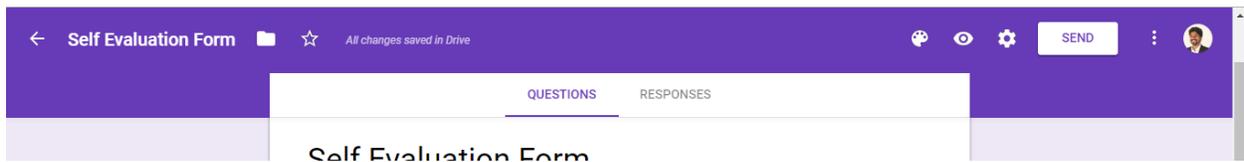
Thank you so much for helping me out !!
In case, I can be of any help, feel free to catch up with me :)

If you wish, you can check out my recent project I'm working on
<http://selfhelpiness.com/>

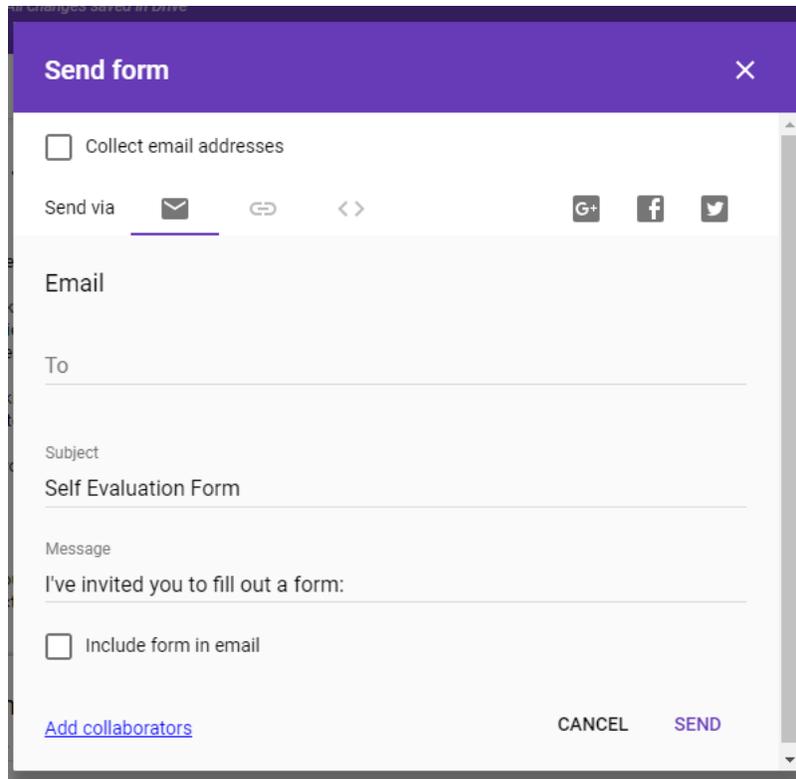
CANCEL SAVE

Once done, click "Save" button.

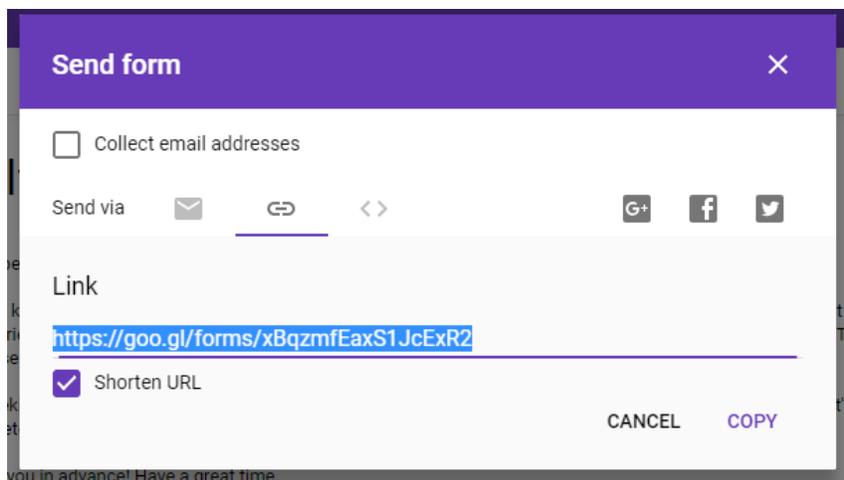
Step 7: Click on send button



You can put email ids to send via email

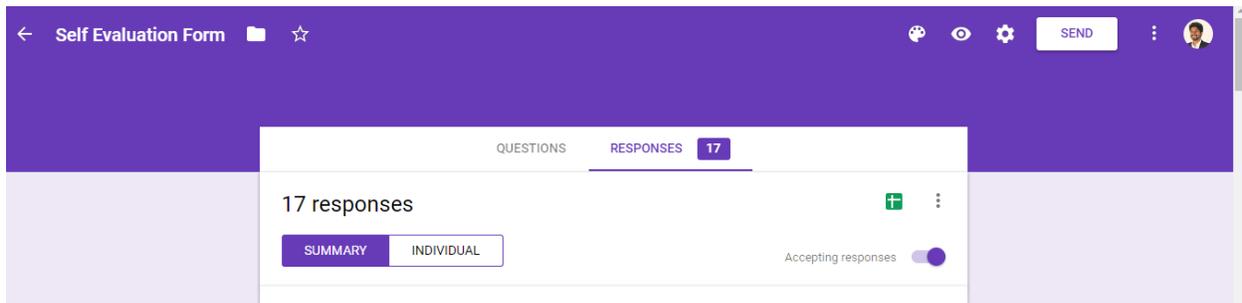


Or you can copy the link and share it on WhatsApp or personal message.



Bingo!! You are done 😊

Once you start getting responses, you can click on “Responses” to see the answers.



You can view Summary as well as Individual responses.

You click on the green button to open responses in the form of a google sheet (excel sheet)

And when you want to stop people to respond to this questionnaire, click on the toggle button “Accepting Responses”. It will deactivate the quiz and nobody will be able to respond.

List of questions that I used:

1. When you think of me, what are the first positive traits that come to your mind?
2. What special talents do you think I have?
3. What attributes do I have that stand out from others?
4. What, if anything, is exceptional or rare about me?
5. What would you consider to be my very best qualities?
6. What would you recommend to others about me or my work?
7. If you were trying to convince someone to hire me, what would you say?
8. If you were my coach/trainer, on what aspects you would want me to improve (please be specific)? (Like Skills, Behavior, Habits)

(You can modify them as per your wish)

Feel free to share your experience on keshav@selfhelpiness.com 😊