

## Evaluation guide

- To provide you with a personalised evaluation, please could you give us the following basic information:
- What time frame do you require for your evaluation – a dataset version with a specific date or in a time period.
- Which staff group should your evaluation apply to, e.g. academic staff (excluding lecturers and tutors), general staff, third-party funded, freelancers, lecturers, tutors, external – you may select more than one of these.
- If you have a specific deadline for your evaluation, please indicate the latest date by which the data is required.
- Please specify those data factors which also need to be included in the report selection, e.g. information on the organisational unit, date of birth, nationality etc.

We need to check if the evaluation complies with data protection law. For this reason, please let us know for what purpose the data is required.

Finally, please provide us with your contact details (name, organisational unit, direct telephone number for queries etc).

Thank you,

Team HR Process Management