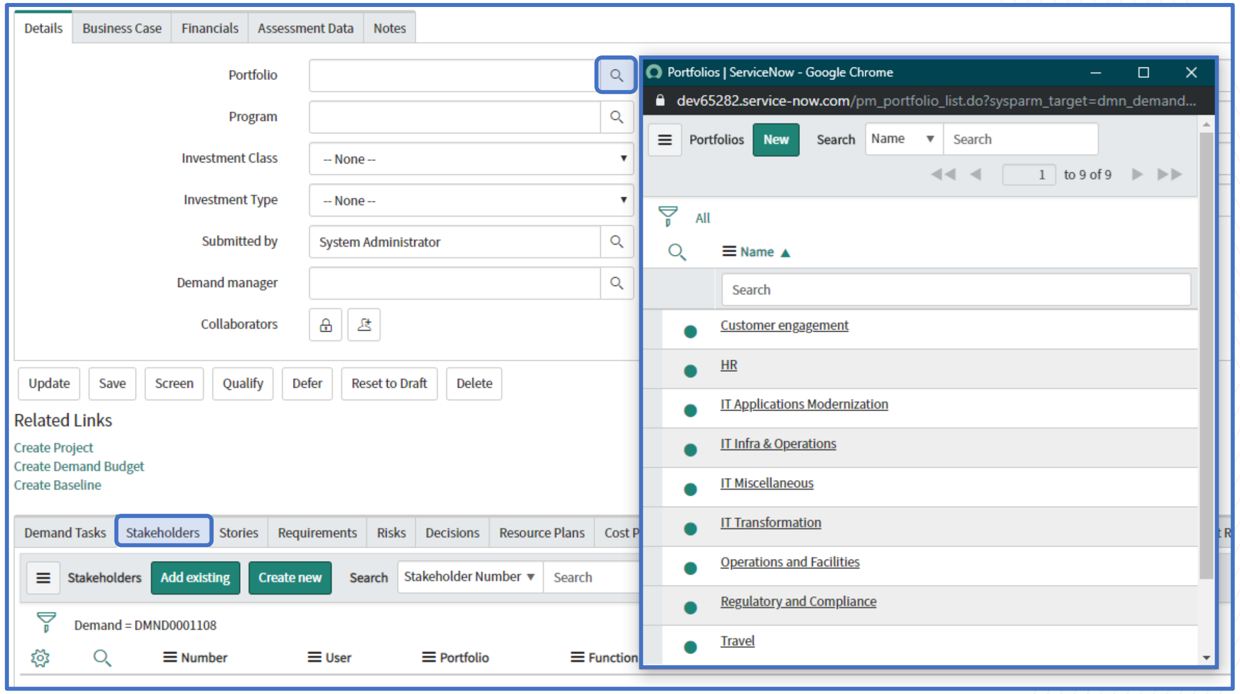
Sending Assessments to Stakeholders and Viewing Results

Quick Reference Guide

Sending Assessments to Stakeholders and Viewing Results

ServiceNow Assessments provides comprehensive data by collecting detailed process and performance insights from a broad base of stakeholders. Make decisions faster with Assessments, which allows you to evaluate, score, and rank items, and provide normalized results.



Adding Stakeholders & Assessment Recipients:

1. Navigate to Demand > Demands > All.
2. Select the demand to which you want to add stakeholders.
3. From the **Portfolio** field under the Details tab, select a **Portfolio**
4. Stakeholders from the Portfolio are automatically added.

See Page 2 for how to add additional recipients.

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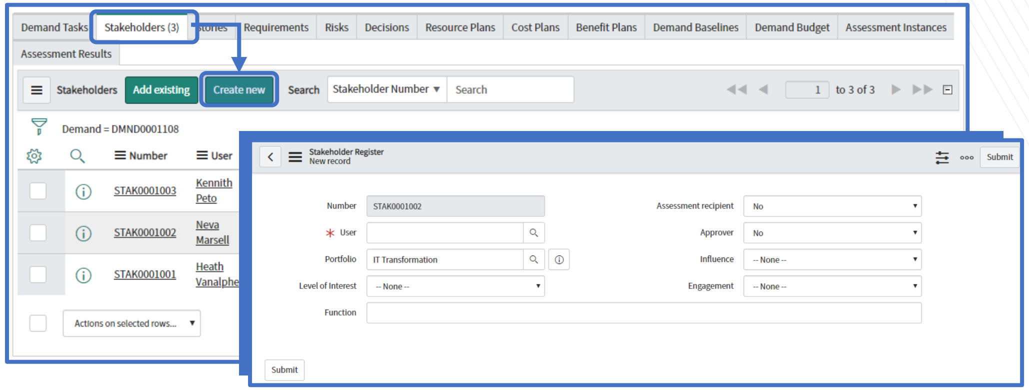
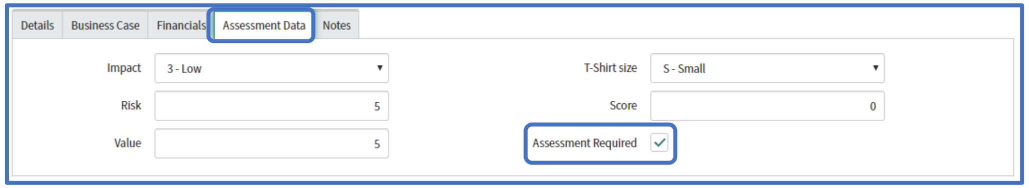
To add additional recipients:

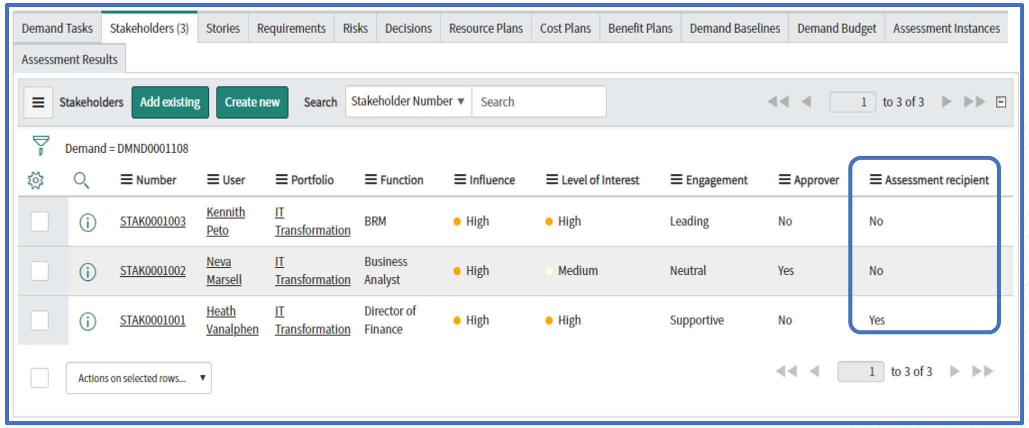
1. Navigate to the Stakeholders Related List
2. Click **Create New**
3. Fill out the New Stakeholder form and click **Submit**



To send an assessment:

1. Make sure the **Assessment Required** box is checked on the Assessment Data tab:
2. If the Assessment Recipient is set to Yes, the Stakeholder will receive the Assessment.





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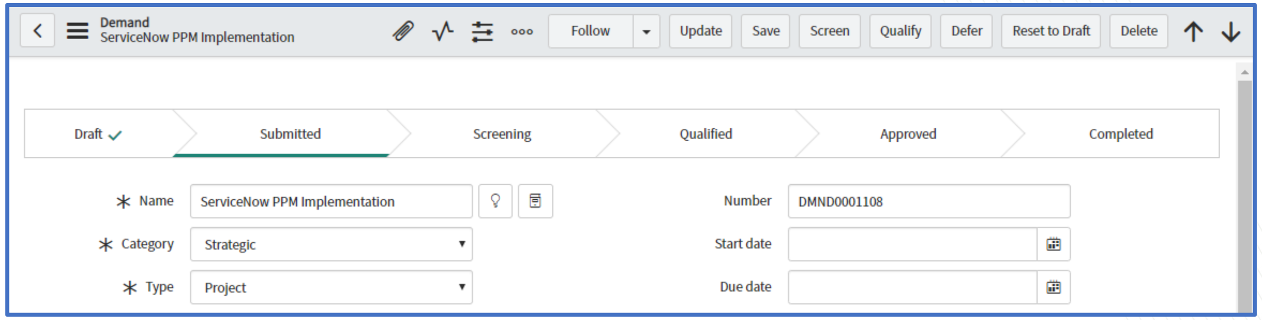
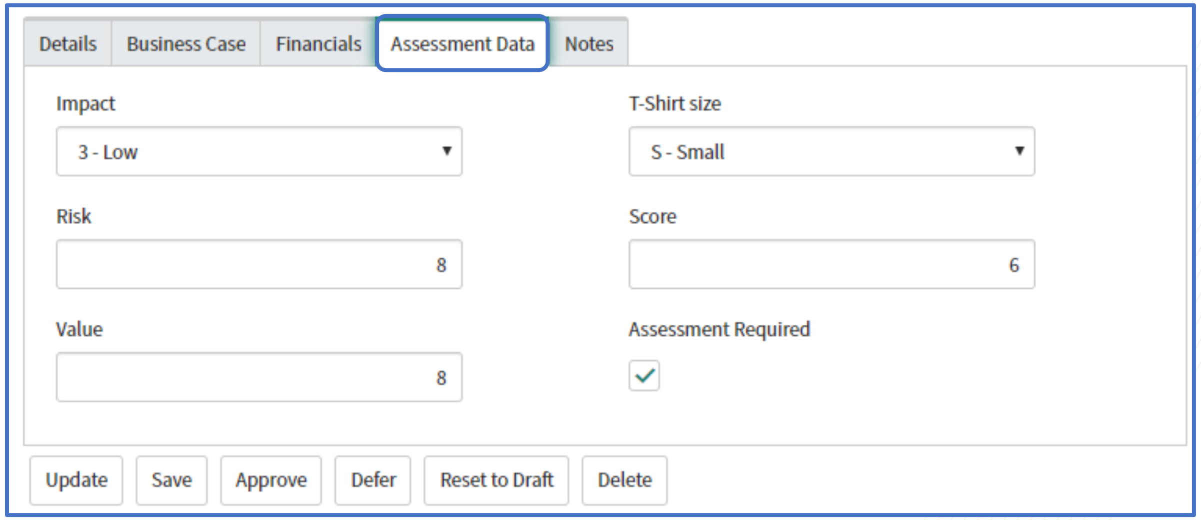
Sending an Assessment:

1. Once you have confirmed the **Assessment Required** box is checked, the recipients are added and Assessment Recipients fields are set to Yes, you are ready to send assessments.
2. To send the assessment, move the Demand from the Submitted State to the Screening State by clicking the **Screen** button at the top of the page.



Viewing the results:

1. To see the results of Assessments, click on the **Assessment Data** tab:



If you need to see the details of the Assessment results, please see the Assessment Results related list at the bottom of the page.