## New Worker Profile Assessment

When a New Worker (NW) is assigned to NWT training, they will be asked to complete a NW Profile Assessment that is housed in Google forms.

To access the New Worker Profile form:

1. Go to your Google Drive
2. Click “Shared with Me” on the left-hand side of the page. The form will be shared with everyone doing NWT.



1. Double click on the New Worker Profile form. This will open the form in another tab.

To send the form to a NW:

1. Click the “Send” button in the top right of the screen.



1. Click the second icon to get the link to the form and check the box to shorten the URL.



1. Copy the URL and paste it into the email you are sending to the NW.

To view responses:

1. Click on “Responses” to the right of “Questions”



1. Google Forms automatically shows a summary of all responses. To view specific results, click “Individual”.



1. Use the arrows to navigate to the assessment results of your NW.



1. Download or print the results and then delete it from the form by selecting the trash icon.

To view previous assessment results:

1. Click the Google Sheets icon. This will open the Google Sheet in a different tab with all of the previous responses from the New Worker Profile form, even if the results have been deleted.





To edit the New Worker Profile form:

1. Scroll to the section of the form that you would like to edit.
2. Click in the section you would like to update and start updating. It will automatically save and display when the link is sent to a NW.