CPAS Employee Engagement Portal User Guide (Employee)

This guide is to help you gain a better understanding of the CPAS Employee Engagement Portal and assist you in navigating and using the portal.

Table of Content

1. Navigations

The dashboard shows the latest announcements, events at a glance, with a top navigation bar. Also, Quick links for addition information can by found at the footer (bottom of the page)

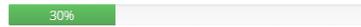# 2. Onboarding

Onboarding - My Progress

On this page, employees can view the documents as part of their onboarding programme. Clicking on the title of the documents will lead you to it. There is also a checklist on the left side for the employees to track their own progress.

Onboarding

Onboarding Checklist

3 out of 10 completed

`30%`

Document	Read
CPAS Fire Evacuation Route	
Welcome Message by Acting ED	✓
Executive Board and Sub-Committee Members	✓
CPAS Organisation Chart	
Code of Governance for Charities and IPCs April 2017 updated	✓
Social Service Sector Strategic Thrusts	

Click to view documents.

CPAS Fire Evacuation Route
Welcome Message by Acting ED
Executive Board and Sub-Committee Members
CPAS Organisation Chart
Code of Governance for Charities and IPCs April 2017 updated
Social Service Sector Strategic Thrusts 2017 to 2021
CPAS Policy and Handbook Links
Important Information
CPAS Emergency Organisation Chart Revised 10 April 2018
CPAS Fire Emergency Plan Revised 10 April 2018

Evaluation Form

This page shows the evaluation form to be completed towards the end of the onboarding programme.

Evaluation Form

Name (optional):

jasmine

Department:

HR

Designation:

Assistant Manager

Joined Date:

dd/mm/yyyy

Effectiveness of On-boarding Programme

1. The programme was informative and useful.

○ Strongly Agree ○ Agree ○ Disagree ○ Strongly Disagree

3. Announcement

Welcome, jasmine ! 🗓 My Registered Events 🔑 Change Password ➔ Logout

HOME   ONBOARDING ⌄   **ANNOUNCEMENT**   ED-STAFF ENGAGEMENT   STAFF WELFARE RECREATIONAL CLUB ⌄   SURVEYS   FEEDBACK

This page shows the list of announcements. Clicking on the title will bring you to the full list of announcement.

Announcements

Sort By DATE ▾

Title		Date
Survey about Lost and Found items	NEW	17/8/2018
Name cards ready for collection	NEW	17/8/2018
Lost and Found items	NEW	17/8/2018
Timing for Survey about rules for the use of computers and laptops during office hours.	NEW	17/8/2018
Survey before release of rules for the use of computers and laptops during office hours.	NEW	17/8/2018

4. ED-Staff Engagement

cpas
Cerebral Palsy Alliance Singapore

Welcome, jasmine ! 📅 My Registered Events 🔑 Change Password 🕩 Logout

HOME   ONBOARDING ⌄   ANNOUNCEMENT   **ED-STAFF ENGAGEMENT**   STAFF WELFARE RECREATIONAL CLUB ⌄   SURVEYS   FEEDBACK

Alternate between the tabs on this page to view upcoming engagement sessions and past engagement sessions. Clicking on the session numbers/view will bring you to the full details of the session.

ED-Staff Engagement

🏠 > ED-Staff Engagement Session

💼 Upcoming Engagement   Past Engagement

UPCOMING ENGAGEMENT SESSION

Engagement Session ID	Date	Start Time	End Time	Venue
1	16/11/2018	11:11	02:00	CPAS HQ

ED-Staff Engagement

🏠 > ED-Staff Engagement Session

💼 Upcoming Engagement   Past Engagement

PAST YEARLY ENGAGEMENT SESSION

Year	View
2017	View

5. Staff Welfare Recreational Club
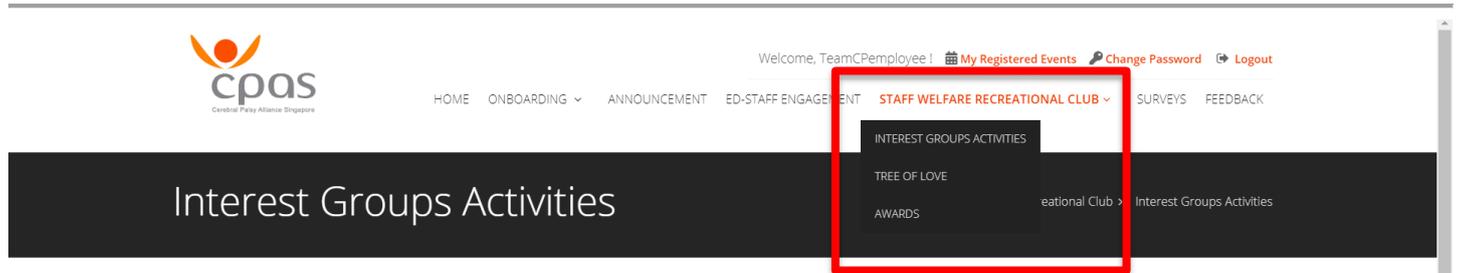
Interest Groups Activities

This page shows the list of interest groups activities happening. Clicking on the title will bring you to the page with the full details of the activity.

At the individual activity page, employees can register for the activity by clicking on the 'Register' button on the right side.

Tree of Love

Employees can hover over the notes on the tree to view appreciation notes submitted by other employees. Employee can also send an appreciation note by submitting the form on the page. You can also click on "Click here to view more" to view more appreciation notes added.

Awards

On this page, employee is able to view this month's top awardees. Clicking on the awardees' names will bring you to the page with the awardee's nominations. Employee can also nominate another employee by submitting the form on the page.
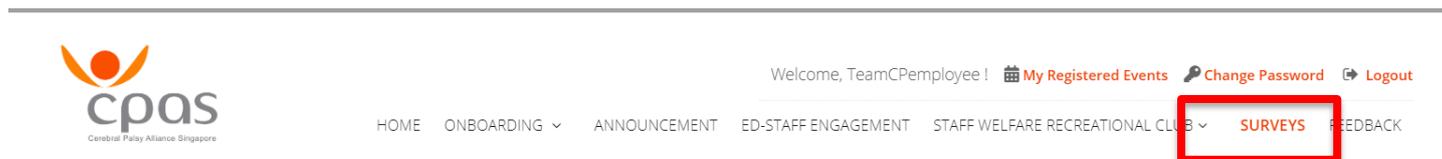
6. Surveys

This page is where employee can find all the surveys that are active and submit their responses by clicking into the the survey they wish to complete.

Title	Status
"CPAS BYOL Event" Survey	Active
CPAS Engagement Portal	Active
CPAS Uniform Design Survey	Active

7. Feedback

This page is where employee can give another feedback and suggestions they have by submitting the form.

Feedback/Suggestion

Dear Colleagues,
We value your feedback / comments. Send us your feedback / comments by completing the form below. All feedback / comments will be kept private and confidential.

* indicates compulsory fields

Optional: For clarification and response purposes, please provide us your contact details.

Name:

Designation/Department:

Email:

Type*:

| Feedback | ▼ |

Please provide more details*:

Your Comments

SUBMIT

8. My Registered Events

This page shows the list of events the employee have registered for. If employee have yet to register for any events, the following message is shown. Otherwise, the registered events details will be shown.

Welcome, jasmine!   📅 My Registered Events   📍 Change Password   ⤷ Logout

HOME   ONBOARDING ∨   ANNOUNCEMENT   ED-STAFF ENGAGEMENT   STAFF WELFARE RECREATIONAL CLUB ∨   SURVEYS   FEEDBACKS

My Registered Events

You have not registered for any events.

My Registered Events

20 Nov — Let's Get Together

📅 Tuesday   🕚 11:30 - 16:00   📍 Orchid Bowl (E!Hub Downtown East)

Staff will make their way to Bowling alley at 11.30am via Bus 358 and 89
Buffet lunch is catered from 12pm to 1pm
Bowling starts at 1pm to 4pm

Please bring along your own socks

9. Change Password

This page allow employees to change their password and all employees should follow the requirements at stated in the blue box.