

Completing Performance Assessment Questionnaires

This document is a quick-reference guide for evaluators who need to complete performance assessment questionnaires in the Arizona Procurement Portal (APP.) If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO Website: <https://spo.az.gov/>.

Performance assessments measure the overall performance of a supplier, contract or order. These are measured through the results of questionnaires, where questions have different weights based on their level of importance. As an evaluator, you will receive both an email notification and a notification on your homepage when you need to complete a performance assessment questionnaire.

Completing a Performance Assessment Questionnaire

1. From any page in APP, navigate to the **Suppliers** drop-down menu and select **My Performance Assessment**.
2. Select the **Pencil** icon next to the assessment where you are assigned as an evaluator. You will see your name in the **Evaluator** column, as shown below.

	Questionnaire survey	Evaluator	Supplier	Contract	Order	Progress	Status	Scoring
✎	Supplier Feedback- ACME	Lambotte Cyrus	ACME			0%	Initialized	
✎	Supplier Feedback- ACME	Lambotte Cyrus	Goodwill Industries of Central Arizona			0%	Initialized	

3. After selecting the icon, you will be redirected to the questionnaire. Begin answering questions. As you answer, you will see the percentage of completion and overall score update.

Campaign : Recurring Supplier Assessment on : 2018

Evaluation for : ACME for :

Respondent : Aggarwal Payal Commodity :

1.56

Capacity for variations in demand Capacity for variations in demand

66%

4. After completing the questions click the **Submit** button.

Now, you have completed the questionnaire and the creator will be notified of your submission. Your results will automatically be included in the calculation of the overall performance score.