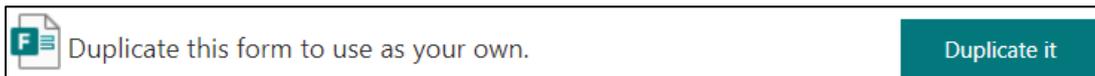


G9 Appendix 2 Contractor Evaluation Form

1. Duplicating the Form:

- Click the relevant Contractor evaluation form link (within G9 Appendix 1)
- Click 'Duplicate it' to save the form to your own Microsoft Forms account.



2. Locating the Form:

- Click on the link below to load your personal Microsoft Forms page:

<https://forms.microsoft.com>

NOTE - Bookmarking the page will make it easier to locate.

3. Sending the Link to the Contractor:

- Click on the form to load it and then click 'Collect Responses' (top right hand corner of the screen)
- In the 'Send and collect responses' section ensure 'Anyone can respond' is selected.
- In the email box edit the message text to suit your requirements, tick the Outlook box and click 'Send'.

4. Retrieving the Data:

- Go to Microsoft Forms (<https://forms.microsoft.com>) and load the relevant form.
- Click the 'Responses' tab to load the results page.
- Click 'Review answers' and select respondents to review their answers or alternatively click 'open in Excel' to review the responses on a spreadsheet.