



Step-by-Step Guide on How to Complete Your Profile and Take Your Creative Health Care Insight 360^o Assessments

Once the assessment cycle begins, you will receive an email from OnRole.com titled:

Welcome to OnRole™

Sample Welcome E-mail

Hello Barbara,

Welcome to OnRole. UC Davis has added you as a user to our system.

Your username is (employee ID). Please verify your account by clicking the following link:

[Click Here](#) You will be brought into your organization single-sign-on interface, once logged in, you will be verified and ready to use the system

Once verification is complete, you will be able to start using your new account. You have been assigned the following assessments:

Name	Assessment Type	Due Date
{Insert Name}	{Insert Assessment Type}	{Insert Due Date}

To log in after your account is set up, visit <https://ucdavis.onrole.com> and enter your username (your employee ID) and password.

Once you have logged in, you can fill out your profile and take your assessment. If you need any assistance, please contact us at support@onsomble.com or via phone at 1.800.242.0386, extension 2.

If you forget your password, please contact your organization IT department as passwords are managed outside the OnRole platform.

Sincerely,

The OnSomble Team on behalf of UC Davis

Step 1: Login to <https://ucdavis.onrole.com> using single-sign-on.

Step 2: Complete your Initial Profile. (You will skip this step if you already have a profile on the OnRole/CHCI platform).

- Enter your demographic information. This is often populated from the organization HR system.

The screenshot shows a web interface with a blue navigation bar at the top containing links for Home, Change Password, Reports, Competency Management, Resources, and Logout. Below the navigation bar, a note states "Fields marked with an (*) are required". The main form area contains several input fields: "First Name *" with the value "Barbara", "Last Name *" with the value "Smith (Any Hosp)", "Total Years of Experience" with the value "23.5", "Email Address *" with the value "bsmith@anyhosp.org", "Secondary Email Address" (empty), "Username *" with the value "1234567", and "Years of Experience in Current Specialty" with the value "15.5".

- Enter your educational history, this will include colleges and universities, location and degree earned. Upload supporting documentation if required.

The screenshot shows a form titled "Education - Please list all your degrees here". It features a table with columns for "Name of School", "City", "State", "Degree Earned", and "Actual or Anticipated Graduation Date". The first row contains the following data: "The University of Tennessee at Knoxville", "Knoxville", "Tennessee", "Bachelor of Bi", and "May 2013". Below the table, there is a "Select File" button for uploading supporting documentation and a "Validation Status" field showing "Document Successfully Uploaded".

- Enter any national certifications. Upload supporting documentation if required.

The screenshot shows a form titled "National Certifications Recognized by ANCC Magnet". It includes a note: "Please type 'N/A' or 'Not applicable' if this question or category does not apply to you." The form has fields for "Certification/Credential Name", "Date Received", and "Date Expires". The first row contains: "Certified Pediatric Nurse (CPN*)", "01/19/2021", and "01/18/2026". Below these fields, there is a "Certification No./ID" field with the value "12345678", a "Select File" button for uploading supporting documentation, and a "Validation Status" field showing "Document Uploaded and Verified".

Your Dashboard

CREATIVE HEALTH CARE INSIGHT

UC DAVIS MEDICAL CENTER

Welcome Barbara

Go To Admin Account

Profile Reports Competency Management Resources Logout

View Completed Assessment

View My Insights View Completed 360 Detailed Results Print Assessment Completion Summary Manage My Competencies

DUE DATE	NAME	ASSESSMENT NAME	ASSESSMENT TYPE	STATUS	
08-31-2022	Barbara Smith	Revised Integrated Insight	Self Assessment	<input type="text"/>	Start
08-31-2022	Barbara Smith	Revised Relational Insight 360	Self Assessment	<input type="text"/>	Start

Welcome to your Dashboard.

View My Insights: Quick access to summary report. Filter by assessment type (if applicable) and assessment cycle.

View Completed 360 Detailed Results: Quick access to past assessments. Filter by assessment type (if applicable) and assessment cycle.

Print Completion Certificate: Generate a printable summary of all completed assessments with one click.

Assigned Assessments: See all the assessments that have been assigned to you.

Step 3: Completing the Relational Insight 360 Assessment

- After completing your profile, you will be redirected to your personal dashboard. Your assignments will be listed on your profile page.
- Click “Start” to begin the assessment. Note that you may have more than one assessment assigned to you.

Sample List of Assigned Assessments

DUE DATE	NAME	ASSESSMENT NAME	DIVISION	ASSESSMENT TYPE	STATUS	
09-30-2019	Bruce Wayne	Relational Insight 360	UC Davis	Peer Assessment	<input type="text"/>	Start
09-30-2019	Jane Doe	Integrated Insight 360	UC Davis	Peer Assessment	<input type="text"/>	Start
09-30-2019	Bruce Wayne	Relational Insight 360	UC Davis	Self Assessment	<input type="text"/>	Start

- You don’t have to complete the entire assessment at one time. You can click on “Save and Exit” and your progress will be saved. The next time you log in, your completion status will be shown in the “Status” bar.
- When taking the assessment, match the statement or behavior at the top with the best alternative at the bottom. There are 5 alternatives. Choose the alternative that best describes the person you’re assessing, even if the person you are assessing is yourself.
- The answer scale remains the same to allow more focus on the question or behavior being assessed, rather than the answers.
- Click “Save & Continue” to move on to the next question.
- Follow your progress in the Progress Bar at the top of the page. The option “Save & Continue” will disappear when you arrive at the last question. When you are done, click “Save & Exit” to complete the assessment.
- “Notes or Comments” is an optional free-text field. Many find adding comments adds context and depth to their responses. Comments are entirely optional and are not included in the quantitative measures of the assessment.

RI-360 Assessment Example

CREATIVE HEALTH CARE INSIGHT

Welcome Barbara

UC DAVIS MEDICAL CENTER

Go To Admin Account

Home Reports Competency Management Resources Logout

Revised Relational Insight 360 - Barbara Smith (Memorial)

Progress :

1: Gives focused attention to the patient.

Please select one of the following:

Demonstrates minimal use of this behavior.

Demonstrates some use of this behavior. Would benefit from coaching to execute effectively, especially in complex situations.

Demonstrates good knowledge and use of this behavior. Requires minimal support to executive effectively.

Demonstrates a depth knowledge and use of this behavior. Requires no support to executive effectively, even in complex situations.

Demonstrates authoritative knowledge and use of this behavior in all situations. Can assist others who need coaching and support to execute effectively.

Comments :

- After completing your assessment, you are returned to your dashboard page. Here you can review your initial reports and complete any additional assessment that may have been assigned to you.

If you have any issues related to lost passwords or logging into your account, please contact your organizational IT department.

If you need additional help completing your profile or starting and completing your assessments, please contact the OnSoble Client Success Team at support@onsoble.com or 1.800.242.0386, extension 2.