# Placement evaluation form - instructions

To use the placement evaluation form, follow the instructions below:

* From Office 365 click on , followed by  and 
* Click on the following link to make a copy - [Template](https://forms.office.com/Pages/ShareFormPage.aspx?id=slTDN7CF9UeyIge0jXdO44psfIZWHUJLmXKeemhKUJlUREo5TDdWUzFEMElLRkU5T1pHMEwxMlEyMC4u&sharetoken=m26d7RxswaBZkODxk0jT)
* Click on ‘Duplicate it’
* Enter your organisations name within the heading, plus the date range or learner type as required.
* Personalise the text beneath the heading as required
* Your form is now ready to circulate.
	+ Click on 
	+ Select ‘Anyone can respond’
	+ ‘To’ – enter the email addresses you wish to send the survey to
	+ Personalise the message and click send
* Return to your forms, click on to see the breakdown of the responses received.
* Further versions of the survey can be created following the instructions above or replicating one you have already completed.

If you have any questions, please contact england.quality.wx@nhs.net