Copying the Voting Survey Template

You have two options for voting on NTT candidate evaluation
1. Copy the template and post it in chat for everyone to vote during the meeting using steps 1 – 6 below
2. Add voting tabs to the candidate’s Team (Process used for tenure-track RTP) – see steps 1 – 6 plus additional steps on following pages.
You will need to complete this process for each candidate you are evaluating.

NOTE: You will need to be logged into Microsoft 365 to complete the following steps.

To Copy the Voting Form Template:

1. Click on this link to be taken to the voting template.
2. Click the “Duplicate” button at the top of the web page.
3. Replace “(Copy)” that is added to the form title with the candidate’s name.
4. Click the “Share” button on the top right of the form.

5. Click the “Copy” button.

6. You can now paste this link in the chat of your meeting or use the following steps to add the voting tab to the candidate’s Team.
To add the Vote Casting Form to your Team:

NOTE: When done properly, there should be 2 Forms tabs at the top of the Team. One for casting votes and one for seeing the results of the vote.

1. Go into your NTT Team in Microsoft Teams.
2. Click on the “+” sign at the top of your Team.
3. Type “Forms” into the Search Bar and then click on “Forms”.
4. Click on the radio button next to “Add existing”.

Go into your NTT Team in Microsoft Teams.
Click on the “+” sign at the top of your Team.
Type “Forms” into the Search Bar and then click on “Forms”.
Click on the radio button next to “Add existing”.
5. Select your Committee Vote form.

6. Select “Collect responses” from the drop down.

7. Uncheck “Post to the channel about this tab.” Click “Save”.

8. The Tab is added to the top.
To add the Voting Results Form to a Team:
NOTE: When done properly, there should be 2 Forms tabs at the top of the Team. One for casting votes and one for seeing the results of the vote.

1. Go into your NTT Team in Microsoft Teams.
2. Click on the “+” sign at the top of your Team.
3. Type “Forms” into the Search Bar and then click on “Forms”.
4. Click on the radio button next to “Add existing”.

![Screenshot of adding a tab](image1.png)

![Screenshot of adding a form](image2.png)
5. Select your Committee Vote form.

6. Select “Show Results” from the drop down.

7. Uncheck “Post to the channel about this tab.” Click “Save”.

8. The tab is added at the top.