

Employee Contact List Tutorial

Your Company Information				Survey Recipient Information (YOUR EMPLOYEE'S INFORMATION)				Signature Information	
brand	department	location	start year	audience	contact_fname	contact_lname	contact_email	email_signature_name	email_signature_title
ABC Firm	Sales	Portland	2000	Employee	Jane	Doe	janedoe@abcfirm.com	Eric Gregg	CEO, ClearlyRated
ABC Firm	IT	San Francisco	2005	Employee	Paul	Allen	p.allen@abcfirm.com	Eric Gregg	CEO, ClearlyRated
ABC Firm	Marketing	New York	2010	Employee	Ava	Smith	AvaSmith@abcfirm.com	Eric Gregg	CEO, ClearlyRated

REQUIRED

BRAND

Please use this column to put **YOUR COMPANY** name.
If you have multiple brands, please input the appropriate brand name per employee contact.

OPTIONAL

DEPARTMENT

Use this column to differentiate between multiple business segments / departments within your company.
This will allow your survey results to be delivered by specific segments.

OPTIONAL

LOCATION

Use this column to differentiate between your different office locations or input an internal number/code that you use to identify different business units at your company.

OPTIONAL

START YEAR

Use this column to list each employees start year. To keep anonymity, ClearlyRated will put these into date ranges.

REQUIRED

Audience

Make sure every contact has "Employee" applied to it in this column.

REQUIRED

FNAME & LNAME

Please input your employee's first and last name in these separate columns.

REQUIRED

EMAIL

Email will be the primary form of contact and must be included for your employees to receive a survey.

AUTO-FILLED BY CLEARLYRATED

EMAIL SIGNATURE NAME

A personalized email invitation will be sent to your employees asking them to take the survey.
The email invitation will be signed by Eric Gregg.

AUTO-FILLED BY CLEARLYRATED

EMAIL SIGNATURE TITLE

This will be filled with Eric's title (CEO) and company name (ClearlyRated).