

**EMPLOYEE VULNERABILITY ASSESSMENT (EVA)**

**MANAGEMENT’S GUIDE TO SUCCESS**



**Successfully Implementing EVA**

**In this guide you will find helpful tips and information to help you roll-out EVA to your employees.**

A high-level overview of EVA:

**Micro-Trainings:** Each week we will send out a Micro-Training video via email to you and your employees. These videos are typically 1-2 minutes long and keep you up-to-date with the latest cybersecurity threats. After watching the video, you will want to complete the simple 4 question quiz attached. In total, this should take less than 5 minutes to complete. Watching these weekly security tip videos and completing the quizzes will help improve your Employee Secure Score (ESS), so make sure you do so in a timely basis!

**Tip:** Sending out reminder emails to your employees to complete these will go a long way!

**The Leaderboard:** The leaderboard makes this fun for you and your employees! Get creative with your screen name and work your way to the top of the leaderboard by improving your ESS!

**Tip:** Set the tone with your username and have some fun!

**Dark Web Scans:** EVA also allows you to scan the dark web to find out if your information is already out there. The more you know, the better you can protect yourself. This free tool allows you and your employees to scan your personal, friend’s, or family member’s email addresses as much as you’d like, so use this tool as you see fit!

**Tip:** Stay up to date on your accounts and remember to check for any new breaches periodically!

**EVA is a great evaluation metric during quarterly reviews.**

As a standardized HR item, employees will understand the seriousness of protecting your data by knowing that their scores are more than just a number but provide insight into their security hygiene. Keep it fun, but stress the importance of caring about cybersecurity, at work and at home.

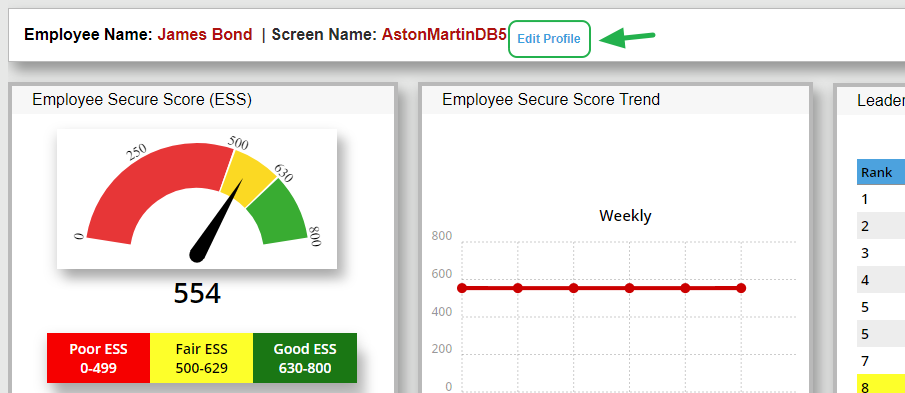
**Get employees to acknowledge Policies & Procedures:** **Set a deadline for this**. These policies could come into effect at any moment. Protect yourself from legalities by getting employees to sign off on these policies.

**Get employees to complete Micro Training and quizzes regularly:** An automatic email will be sent from **No-reply@security-reminders.com** with a link to our weekly micro-training videos. With this being a more hands-off aspect of this functionality, it’s easy to forget to take these quizzes. Make sure you’re setting standards. Give reminders at your weekly meetings or in your weekly emails. A little work now can prevent a headache later.

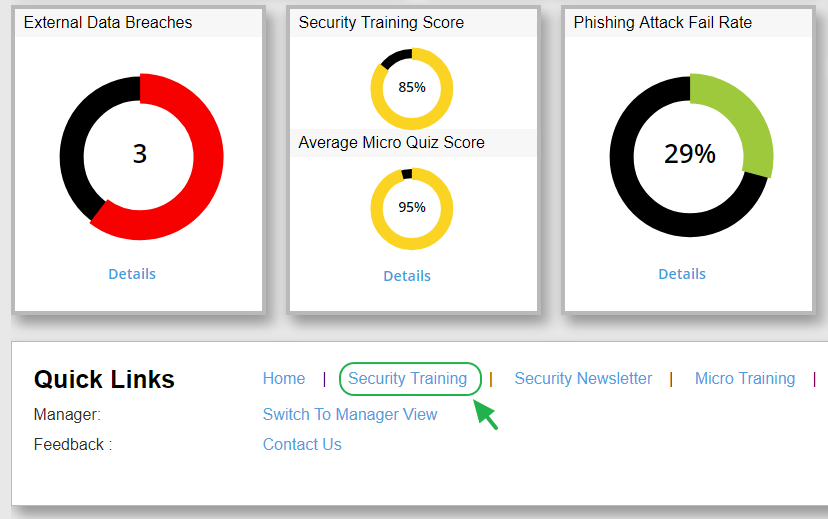
**Get employees to update ESS regularly**: Use this as an evaluation metric and set standards for your employees. Help them understand the importance of cybersecurity and stick behind your word. Low-risk employees should get praise, medium-risk employees need encouragement, and high-risk employees should discuss their struggles and be given support to assist them in raising their ESS. This is a tool that will help transform these high-risk employees into more aware, low-risk employees. **We want to build up your defenses; ensure positivity is a staple in your reasoning.**

**How do I roll this out to my employees and ensure I’m providing a good example?**

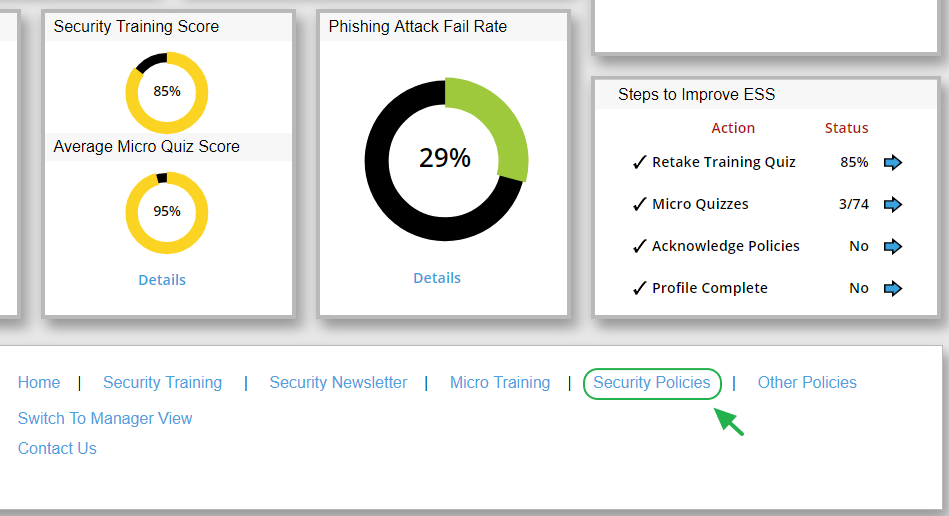
1. **Log in**
   1. Can’t log in? Reach out to us at [Your Contact Information]
2. **Complete employee profile**
   1. Claim a screen name and start climbing up the leaderboard!



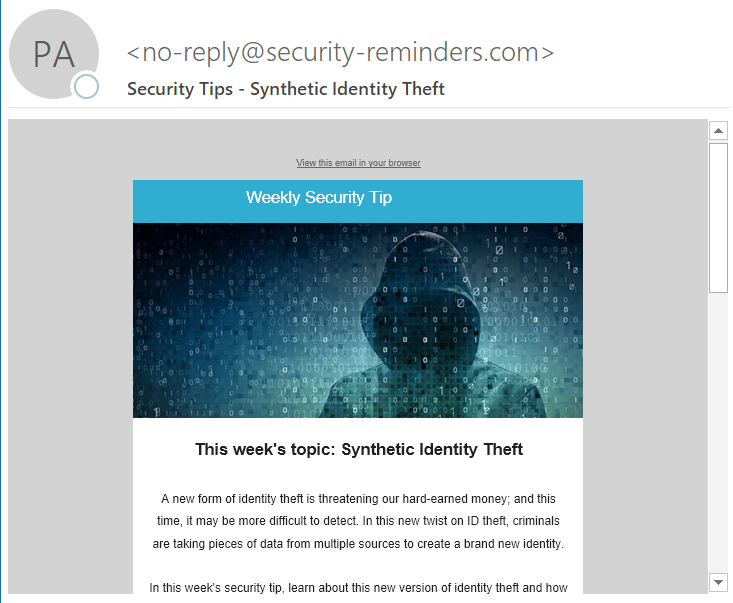
1. **Complete training**
   1. This should take approximately 45min-1hr to complete. You can stop and start at any time! With a 20-question quiz at the end, you’ll want to pay attention. Your score will affect your ESS; try to get to the top of the leaderboard by getting 100%!



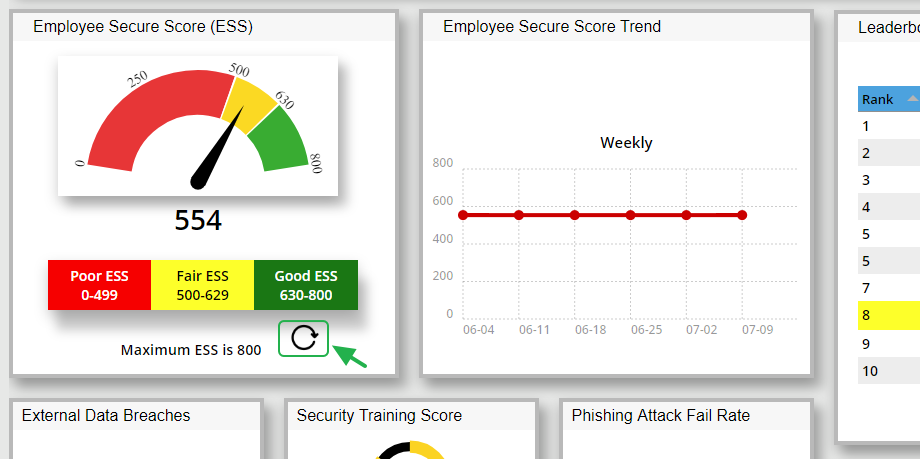
1. **Acknowledge Policies & Procedures**



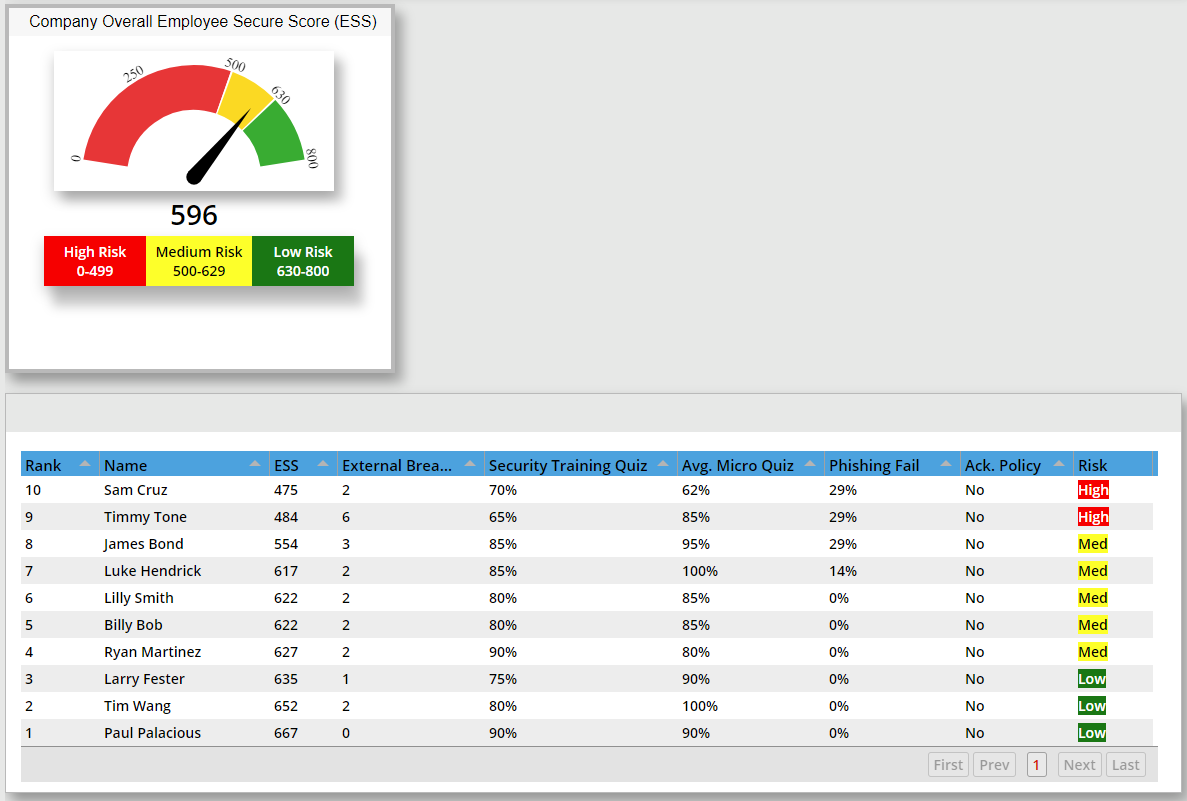
1. **Complete Micro Training and quizzes regularly**
   1. Each week you’ll receive an email from No-reply@security-reminders.com with a link to our weekly micro-training videos. Following each video, you will see a short quiz based on the content. The more quizzes you take, the higher your ESS, so make sure you’re taking 5 minutes each week to watch the video and complete your quiz!



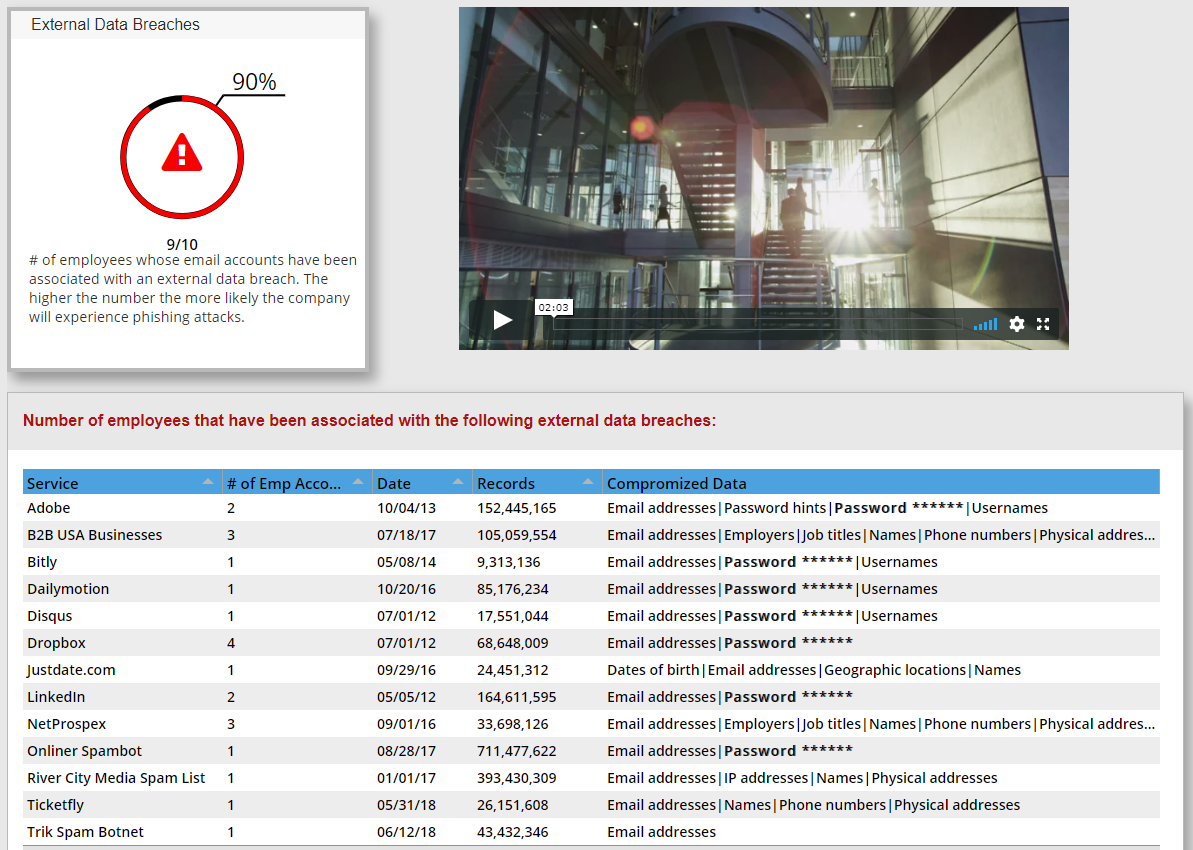
1. **Update ESS regularly**



1. **Monitor manager reports to improve ESS results**
   1. You should be monitoring your manager reports monthly. Take time to evaluate your employees and help them stay on track. The fewer ‘high-risk’ employees you have, the better protected you are. On a quarterly basis, we recommend adding this report to your employee evaluations. Discuss with each employee their status and how they are helping protect your business and their personal information. Encouragement is key!
      1. Employee Secure Score Ranking Report



* + 1. External Data Breach Report



* + 1. Phishing Fail Rate Report

