



Participation Monitoring on Gallup Access

UCSF Staff Engagement Survey Guide

Enter Access Portal from within the UCSF Network

1. Go to [Gallup Access](#), now available via MyAccess.
Navigate to the **Menu** button on the top left and Select **Surveys**.

The screenshot shows the Gallup Access interface. On the left, a dark sidebar menu is visible with the 'Surveys' option highlighted by a red circle and an arrow. The main content area displays a personalized greeting, a progress bar for five categories, and several dashboard tiles. The 'Surveys' tile is the focus of the instruction.

2. Click the arrow to expand the survey you want to view.

UCSF 2025 Staff Engagement Survey

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3. Then, click **View Participation Details**.

The screenshot displays the survey management interface for the 'EMPLOYEE ENGAGEMENT Q12' survey, which is marked as 'COMPLETE'. The survey title is 'UCSF 2024 Staff Engagement Survey'. A progress bar at the top shows stages: Draft, Scheduled, Live, and Complete (highlighted in green). Below this, there are six action buttons: 'Create Trending Survey', 'Copy Survey (No Trending)', 'Review Report', 'Edit Report Configuration', 'Edit Manager Access', and 'Reopen Survey'. The 'Participation Activity' section features a timeline from 'APR 09, 2024 Survey Open' to 'MAY 06, 2024 Close'. A bar chart shows 17671 responses out of 26223, representing 67% completion. A red arrow points to a 'View Participation Details' button. The left sidebar contains information such as 'Preview Link', 'Survey Link', and 'Created by' details.

4. To view participation by all teams/managers, click on **Teams**. If you would like to export these teams/managers to excel, there is a green button on the top right that says **Export Options**.

- a. To do this for any other variable (i.e. **DEPARTMENT_CODE**), when you are on the page below, you will be able to view participation by any variable. Once you select that variable, you will be able to export data as well.
- b. Please note, you are now able to export reports by two variables at a time.

Teams **Reporting Groups**

Reporting Group 1 --Select-- Reporting Group 2 --Select-- EXPORT OPTIONS

 Add one or more reporting groups to see participation details.

Reporting Group 1	Reporting Group 2	(Completed / Expected) Total %

5. If you choose to export, the export will be sent through email, which you will then be able to download and work in.
 - a. As a reminder, in the export files, **# Survey Completes** shows how many individuals responded in the survey, and **# Respondents** is the total number of respondents (individuals) eligible to participate in the survey (population size).