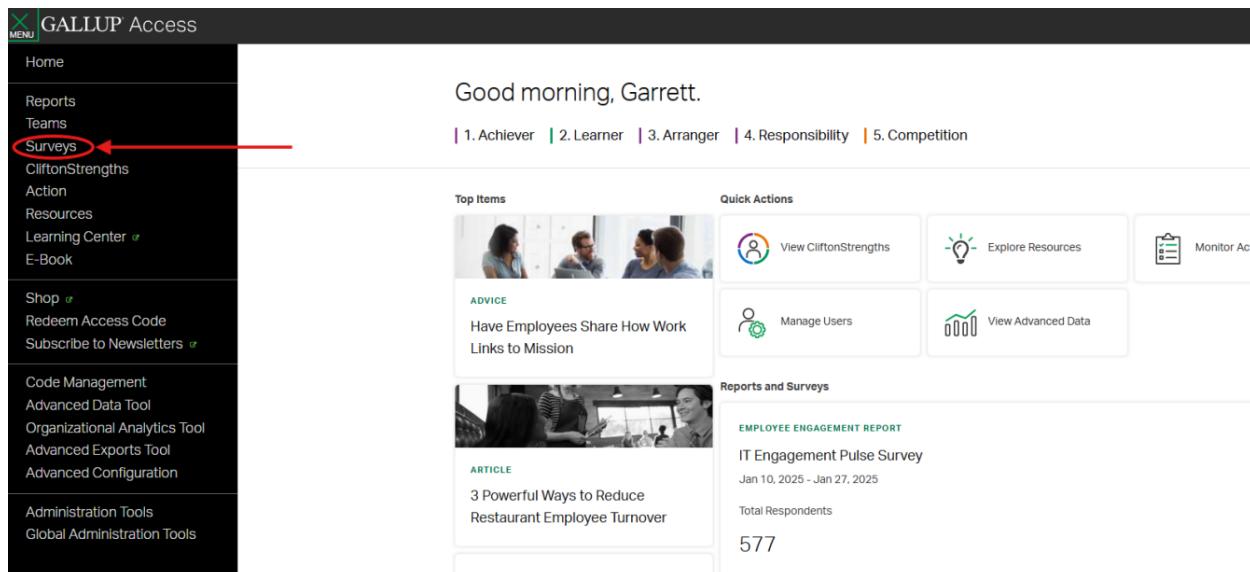


Participation Monitoring on Gallup Access

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 portal interface. On the left, a dark sidebar menu lists various options: Home, Reports, Teams, Surveys (which is circled with a red arrow), CliftonStrengths, Action, Resources, Learning Center, E-Book, Shop, Redeem Access Code, Subscribe to Newsletters, Code Management, Advanced Data Tool, Organizational Analytics Tool, Advanced Exports Tool, Advanced Configuration, Administration Tools, and Global Administration Tools. The main content area displays a greeting "Good morning, Garrett." followed by a list of survey categories: 1. Achiever | 2. Learner | 3. Arranger | 4. Responsibility | 5. Competition. Below this are sections for "Top Items" (with a thumbnail of three people and the text "Have Employees Share How Work Links to Mission"), "Quick Actions" (with icons for CliftonStrengths, Explore Resources, Manage Users, and View Advanced Data), and "Reports and Surveys" (with a section for the "IT Engagement Pulse Survey" from Jan 10, 2025 - Jan 27, 2025, showing 577 total respondents).

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

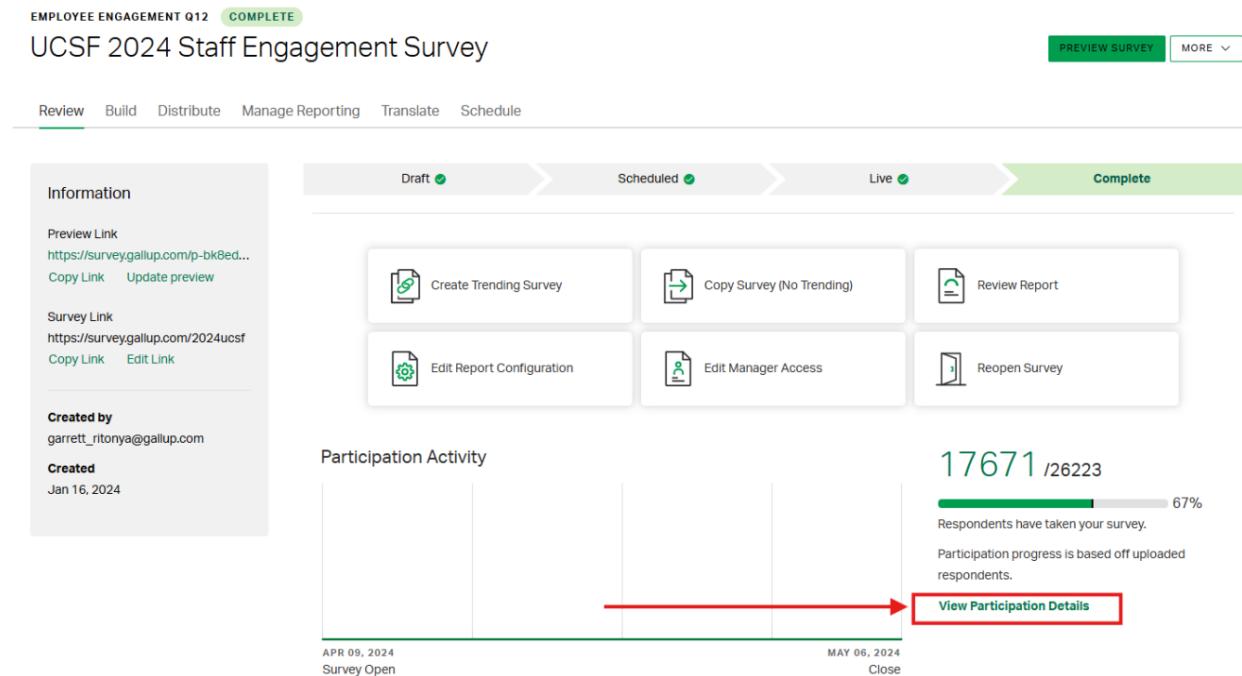
UCSF 2025 Staff Engagement Survey

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



EMPLOYEE ENGAGEMENT Q12 COMPLETE

UCSF 2024 Staff Engagement Survey

Review Build Distribute Manage Reporting Translate Schedule

Information

Preview Link <https://survey.gallup.com/p-bk8ed...>
Copy Link Update preview

Survey Link <https://survey.gallup.com/2024ucsf>
Copy Link Edit Link

Created by garrett_ritonya@gallup.com
Created Jan 16, 2024

Draft → Scheduled → Live → Complete

Create Trending Survey Copy Survey (No Trending) Review Report

Edit Report Configuration Edit Manager Access Reopen Survey

Participation Activity

17671 /26223 67%
Respondents have taken your survey.
Participation progress is based off uploaded respondents.

View Participation Details

APR 09, 2024 Survey Open MAY 06, 2024 Close

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**.

- 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.
- 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).