Participation Monitoring on Gallup Access
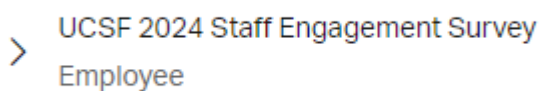
UCSF Staff Engagement Survey Guide 2024

Learning & Organization Development at UCSF
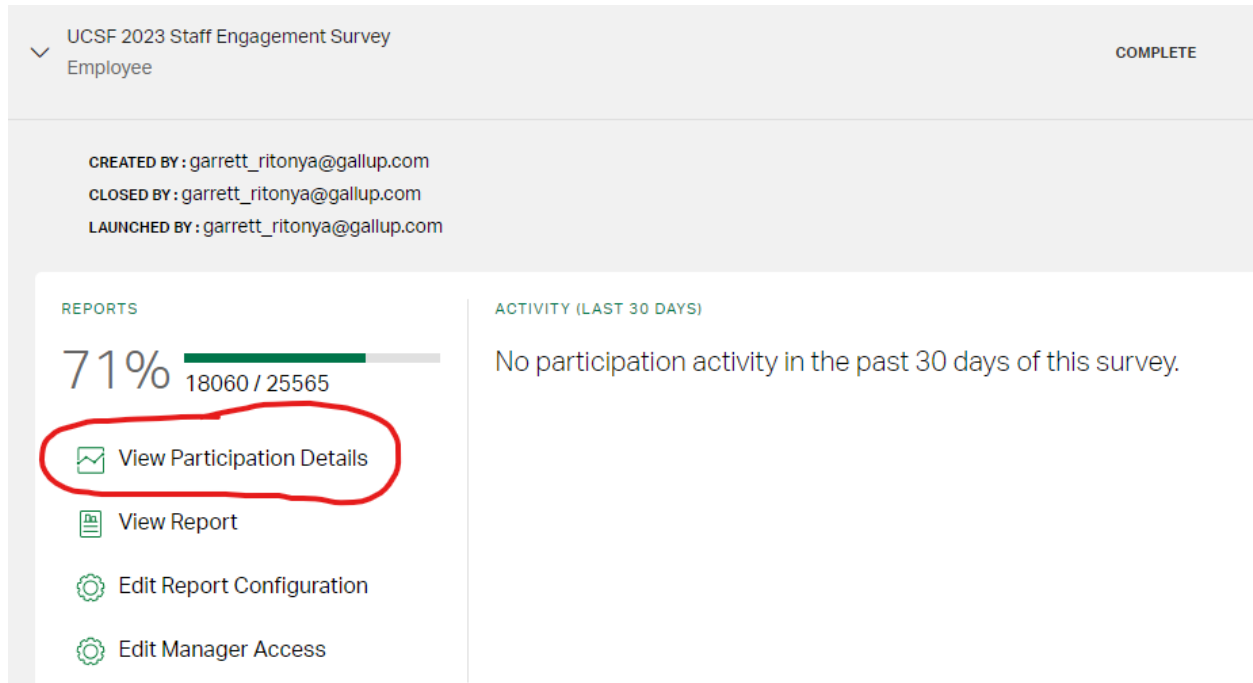
Enter Access Portal from within the UCSF Network

1. Go to Gallup Access, now available via MyAccess.
   Navigate to the **Menu** button on the top left and Select **Surveys.**
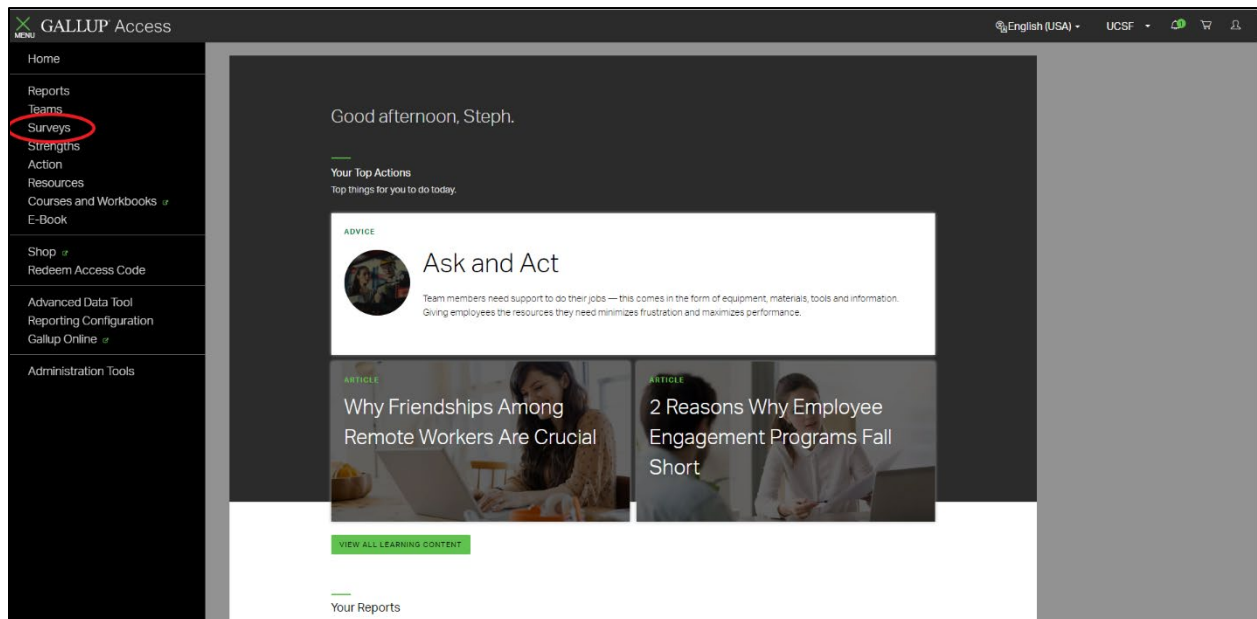
2. Click the arrow to expand the survey you want to view.

> UCSF 2024 Staff Engagement Survey
> Employee

Creating a workplace that works for us all.

LEARN MORE. Visit us on the web: **learning.ucsf.edu**

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

UCSF 2023 Staff Engagement Survey
Employee   COMPLETE

CREATED BY : garrett_ritonya@gallup.com
CLOSED BY : garrett_ritonya@gallup.com
LAUNCHED BY : garrett_ritonya@gallup.com

REPORTS   ACTIVITY (LAST 30 DAYS)

71% 18060 / 25565   No participation activity in the past 30 days of this survey.

☑ View Participation Details
☷ View Report
⚙ Edit Report Configuration
⚙ Edit Manager Access

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

    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 click on that variable, you will be able to export data as well.

    b. Please note, you are only able to export reports for one variable at a time – you would not be able to export a Team by DEPARTMENT_CODE.

UCSF 2021 Staff Engagement Survey

PARTICIPATION | RESPONSES
67% | 15686
/23244

View Participation by:

All Teams >

View Participation by: Search:

DEPARTMENT_CODE >

DEPARTMENT_NAME >

ENTITY >

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).

Creating a workplace that works for us all.

LEARN MORE. Visit us on the web: **learning.ucsf.edu**

UCSF