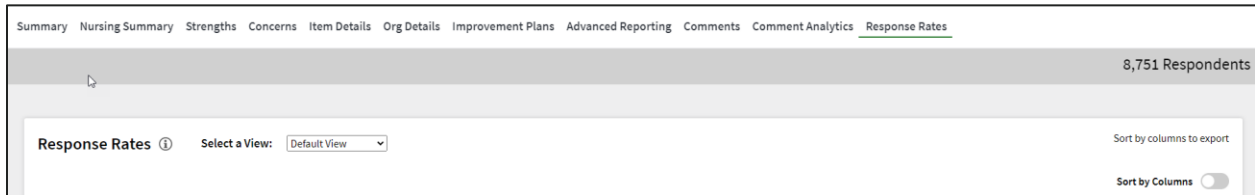


EMPLOYEE ENGAGEMENT

RESPONSE RATES

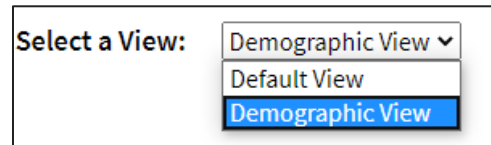
The Response Rates page is the first available report and is the only page that can be viewed during survey administration. Note that you will also have access to it after the survey is closed.

The Response Rates tab displays the number of individuals who have responded to the survey from each unit in the organization's hierarchy.



Select a View

Use the Select a View dropdown to change your view (demographic or default).



DEMOGRAPHIC VIEW

Select one or more demographics and apply selections. The number of invited, respondents and response rate are then displayed by demographics.

Response Rates Select a View: **Demographic View** Export To CSV Clear All Apply Selections

Demographic (2)

- Age (15)
- Direct Patient Care (2)
- Employment Status (4)
- Generation (7)
- Job Classification (2)
- Length of Service (9)
- Location (48)
- Position (15)
- Race (9)
- Registered Nurse (2)
- Sex (3)
- Shift (7)

Demographics	Invited	Respondents	Response Rate
Age			
Under 18 years	0	0	--
18 to 24 years	300	189	63%
25 to 29 years	1,075	729	68%
30 to 34 years	1,687	1,158	69%
35 to 39 years	1,867	1,303	70%
40 to 44 years	1,724	1,226	71%

DEFAULT VIEW

The information displayed includes:

- The name of each unit in the hierarchy
- The number of individuals invited from that unit
- The number of individuals from that unit who completed a survey
- The percentage of individuals from that unit who responded

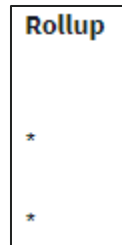
Response Rates ⓘ Select a View: Default View Sort by columns to export

Sort by Columns

Report Group	Invited	Respondents	Response Rate	Rollup
PG Central Health System	12088	8751	72%	
Administration - Administration Office (Ariela Ries)	12088	8751	72%	*
Strategy Bus Dev - Administration Office (Anthia Malvino)	17	16	94%	*
Strategy Bus Dev - Administration Office (Ginnie Frodi)	3	2	67%	
Enterprise Project Mgmt Office - Administration Office (Halette Pitt)	12	12	100%	
Foundations Administration - Administration Office (Averyl Emmaline)	32	30	94%	*
Foundation Development Svc - Marion South Building (Doralynne Sherfield)	14	12	86%	*
Foundation Development Svc - Marion South Building (Concettina Evvie)	1	0	0%	
Foundation Development Svc - Marion South Building (Leontine Wyn)	5	4	80%	

The Rollup Column

Finally, the Rollup column indicates when a unit includes all individuals rolling up to that leader—the leaders direct and indirect reports. A group marked as a rollup can be expanded to show all groups under it.



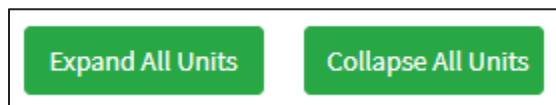
Expanding and Collapsing Hierarchies

You can navigate through the organization's hierarchy by expanding and contracting the tree structure in the center of the screen.

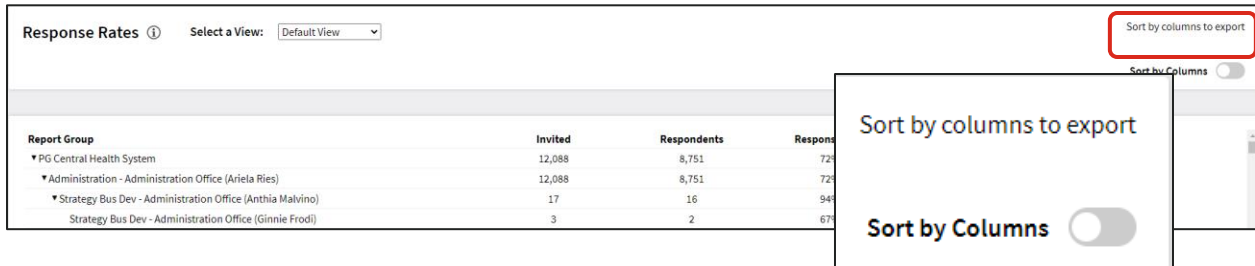
You can also select the green buttons at the top of the screen to expand all units or collapse all units. Selecting to expand all units will expand all units of the hierarchy; it will not remove rollup groups. Selecting to collapse all units will collapse the tree back down to the top level.

Report Group

- Overall
 - CEO Administration - Shannon Tubbles
 - CFO Administration - Melinda Geggie
 - Finance - Stephanie Bromwich
 - Accounting - Izabel Sainsbury
 - SCM-Financial Systems - Joel Dugdale



To sort by the columns in the table, you can use the **Sort by Columns** toggle to turn this feature on or off. When you turn this feature on, you will see the direct line from your report group to the top of the hierarchy. You may view rollup groups or turn on direct reports to hide rollup. You will then be able to click the header of each column to sort by largest to smallest or vice versa for numerical columns, or alphabetical order for the report group column.



The screenshot shows a table titled "Response Rates" with a "Select a View" dropdown set to "Default View". A red box highlights the "Sort by columns to export" label in the top right corner. Below it, a "Sort by Columns" toggle is shown in its off position. A tooltip box is overlaid on the toggle, containing the text "Sort by columns to export" and "Sort by Columns" with a toggle switch.

Report Group	Invited	Respondents	Response Rate
PG Central Health System	12,088	8,751	72%
Administration - Administration Office (Ariela Ries)	12,088	8,751	72%
Strategy Bus Dev - Administration Office (Anthia Malvino)	17	16	94%
Strategy Bus Dev - Administration Office (Ginnie Frodi)	3	2	67%

Searching

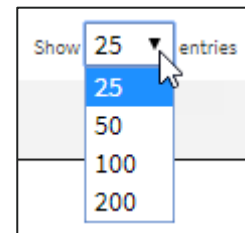
The Search feature can be used to search the page for keywords. Simply type any words you'd like to find into the search field.



Search:

Number of Search Entries to Show

In your search, you can choose to show 25, 50, 100, or 200 units on a page at a time.

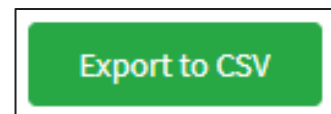


Show 25 entries

- 25
- 50
- 100
- 200

Exporting to CSV

The entire page can be exported to CSV by clicking the Export to CSV button. Export to CSV can export more than one page. All data will be exported based on the end user's permissions, the current report group, and any filters applied. Be sure to apply the Sort by Columns toggle before exporting



Export to CSV