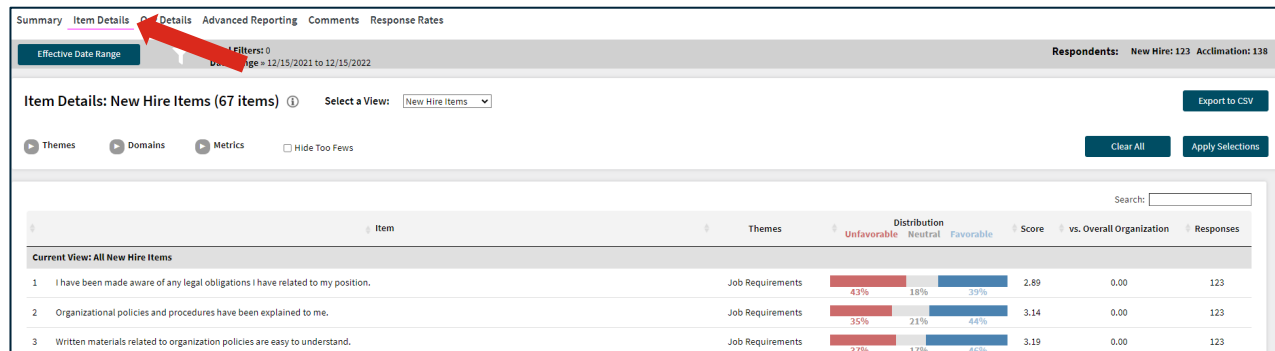# Lifecycle Dual Onboarding Reporting — Item Details

Dual Reporting refers to the co-reporting of data from the New Hire and Acclimation surveys.

On the Item Details page, you can view details for all the items on your survey. Here you will find useful information about each item, such as sequence number, item text, domain, theme, and descriptive statistics.


Select a View

Use the Select a View dropdown menu to view the New Hire Items, Acclimation Items, or the Item Comparison which displays data for items that are on both surveys.

Item Comparison View

Use the arrows next to the column headers to sort information in the column. This view only shows items that were used on both the New Hire and Acclimation surveys. For each Item you can view:
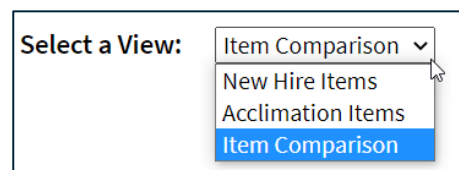
- New Hire Score: Item performance on the New Hire survey.

- Acclimation Score: Item performance on the Acclimation survey.

- Acclimation vs. New Hire: Difference in Item score from the New Hire to the Acclimation.

- New Hire Responses: Number of people who responded to this Item on the New Hire survey.

- Acclimation Responses: Number of people who responded to this Item on the Acclimation survey

Sort Columns	Item	New Hire Score	Acclimation Score	Acclimation vs. New Hire	New Hire Responses	Acclimation Responses
New Hire vs. Acclimation						
	I know what is expected of me in my job.	3.04	3.05	+0.01	90	103
	The person I report to has given me feedback or coaching about my job performance.	2.84	2.91	+0.07	90	103
	I have been given the necessary guidance to become a successful employee at this organization.	2.96	3.01	+0.05	90	103
	My new coworkers made me feel welcome to the organization.	2.78	2.87	+0.09	90	103

New Hire and Acclimation Views

Use the arrows next to each column header to sort information in the column. Keep in mind, not all Items are a part of both the New Hire and Acclimation surveys; therefore, you will only see items asked on that specific survey. For each Item you can view:

- **Distribution Table:** Graph for each item shows the distribution as a percentage between Favorable, Neutral, and Unfavorable responses for each item.

- **Score:** Item mean score which is the sum of all response options to an item divided by the total number of responses (this will always be within a range from 1 to 5).

- **Vs Overall Organization:** Mean score difference between the response population you are viewing and the Overall Organization (which will always be 0 when you're looking at the highest level of the organization).

- **Responses:** Number of people who responded to the Item.

	Distribution			Score	vs. Overall Organization	Responses
	Unfavorable	Neutral	Favorable			
	43%	20%	37%	2.87	0.00	90
	37%	18%	46%	3.13	0.00	90
	39%	17%	44%	3.13	0.00	90

Page Settings and Features

Date Range

To edit the date range, click on the Date Range button.

Dates are based on the employee's position effective date.

On the left side of the bar along the top of the page the Effective Date Range applied to the page is displayed. Select Effective Date Range to change the date parameters.

Effective Date Range

Total Filters: 0
Date Range » 12/15/2021 to 12/15/2022

Enter or Select Date Range:
MM/DD/YYYY

12/15/2021 to 12/15/2022

Apply

Respondents

The number of respondents for the New Hire and Acclimation surveys are displayed on the right.

Respondents: New Hire: 90   Acclimation: 103

Searching

Located directly above the table to the right, the search feature can be used to search the page for keywords. Type any words you want to find into the search field.

Search:

Exporting to CSV

The entire page can be exported to CSV by clicking the Export to CSV button.

Export to CSV

Refinement Options

Use the options at the top of the page to select specific Themes, Domains, or Metrics. Select the Hide Too Fews check box if you do not want to display Items that have zero responses.

Item Details: New Hire Items (67 items) ⓘ   Select a View: [New Hire Items ▾]
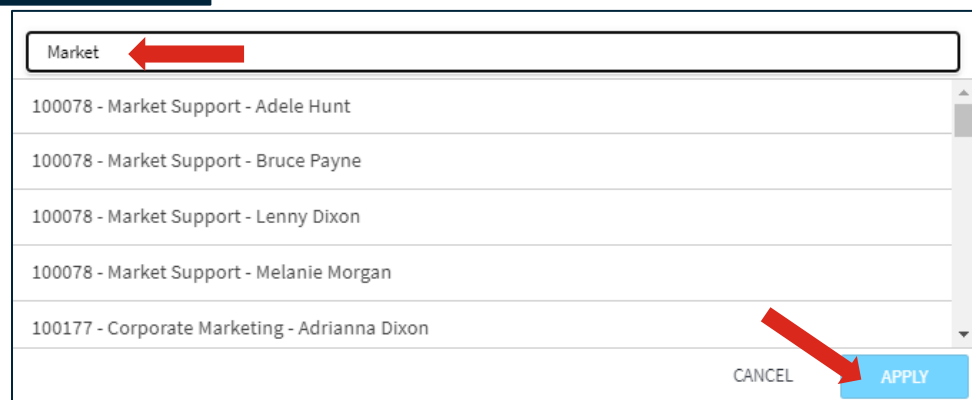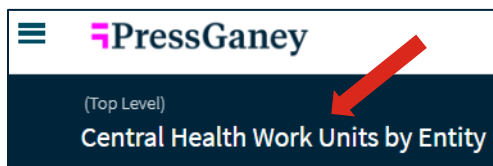
▶ Themes   ▶ Domains   ▶ Metrics   ☐ Hide Too Fews

Hierarchy Navigation

To filter results by a specific group in the hierarchy select the hierarchy in the upper left corner. From there you can search for and select a group within the hierarchy and apply that selection to all pages.

Filters

Use the Filters option in the upper right corner to narrow the results shown.

Filters