

# Lifecycle Dual Onboarding Reporting — Org Details

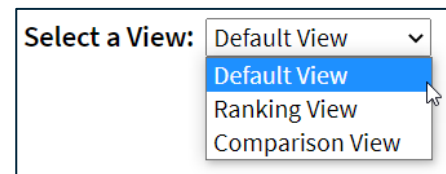
Dual Reporting refers to the co-reporting of data from the New Hire and Acclimation surveys.

The Org Details page allows you to view all the information about each unit in your hierarchy

Report Group	New Hire Engagement	New Hire vs. Overall Organization	New Hire Respondents	Acclimation Engagement	Acclimation vs. Overall Organization	Acclimation Respondents	Rollup
▼ Central Health Work Units by Entity <small>Current Group</small>	3.07	0.00	123	2.96	0.00	138	*
▼ Manchester Endoscopy Center	-	-	Too Few Responses	-	-	Too Few Responses	*
110280 - CH Endo Cntr Admin - Ned Stewart	-	-	Too Few Responses	-	-	Too Few Responses	

## Selecting a View

At the top of the page, you can choose the view of the Org Details page. There are three different views you can choose from.



### Default View

The Default View is what you will likely use most.

Report Group	New Hire Engagement	New Hire vs. Overall Organization	New Hire Respondents	Acclimation Engagement	Acclimation vs. Overall Organization	Acclimation Respondents	Rollup
▼ Central Health Work Units by Entity <small>Current Group</small>	3.07	0.00	123	2.96	0.00	138	*
▼ Manchester Endoscopy Center	-	-	Too Few Responses	-	-	Too Few Responses	*
110280 - CH Endo Cntr Admin - Ned Stewart	-	-	Too Few Responses	-	-	Too Few Responses	
110280 - CH Endo Cntr Admin - Aida Murray	-	-	Too Few Responses	-	-	Too Few Responses	
110281 - CH Endoscopy Center - Ned Stewart	-	-	Too Few Responses	-	-	Too Few Responses	

## Explanation of Table

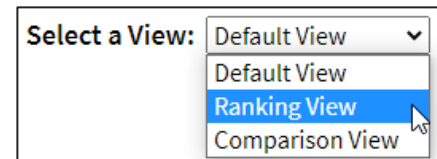
Report Group	New Hire Engagement	New Hire vs. Overall Organization	New Hire Respondents	Acclimation Engagement	Acclimation vs. Overall Organization	Acclimation Respondents	Rollup
▼ Central Health Work Units by Entity <span>Current Group</span>	3.05	0.00	90	2.94	0.00	102	*
▼ Manchester Medical Center	3.05	0.00	89	2.94	0.00	101	*
400015 - Medical/Surgical - Martin Turner	3.68	+0.63	8	2.71	-0.23	8	

The table displays scores for each unit. For each unit you can view:

- **New Hire Engagement:** Engagement Indicator score for New Hire survey respondents.
- **New Hire vs. Overall Organization:** Difference between the New Hire Engagement Indicator score for the unit and the Overall Organization (which will always be 0 when looking at the highest level of the organization).
- **New Hire Respondents:** Number of people in the unit who responded to the New Hire survey.
- **Acclimation Engagement:** Engagement Indicator score for Acclimation survey respondents.
- **Acclimation vs. Overall Organization:** Difference between the Acclimation Engagement Indicator score for the unit and the Overall Organization (which will always be 0 when you're looking at the highest level of the organization).
- **Acclimation Respondents:** Number of people in the unit who responded to the Acclimation survey.
- **Rollup:** \* indicates when a unit includes all individuals rolling up to that leader, the leaders direct and indirect reports.

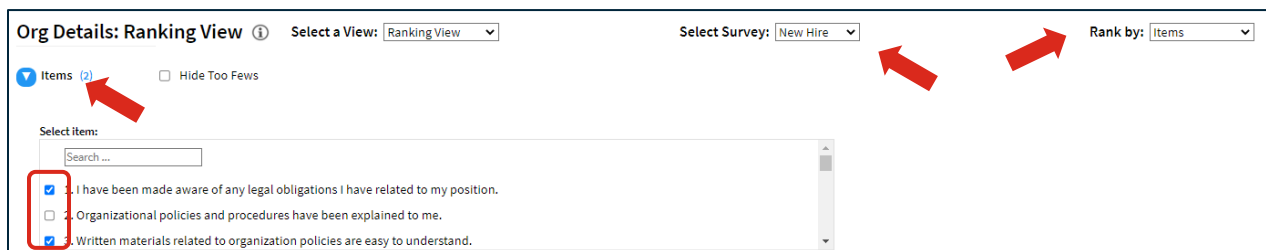
## Ranking View

Ranking View will show you a flat list of units in the hierarchy. Ranking View organizes these units in a ranked order based on the item or item grouping chosen in the Ranking Item dropdown menu.



Within the Ranking View you will use Select Survey to view the New Hire or Acclimation survey data.

Select the Survey (New Hire or Acclimation), Items, then the specific Item, then Apply Selections. The default will be lowest score to highest score, but you can sort to show highest to lowest by clicking the column header. The Rank by dropdown menu defaults to Items, but can be updated.



Alternately, you can Rank by Item Groupings. After changing the default to Rank by Item Groupings, Select the Theme or Metric, and Apply Selections.

Org Details: Ranking View ? Select a View: Ranking View Select Survey: New Hire Rank by: Item Groupings

Theme (1) Metric  Hide Too Fews

- None
- Job Expectations
- New Leader Points of Contact
- Orientation
- Welcoming
- Employee Input
- Job Fit
- New Leader Responsibilities
- Points of Contact
- Work-Life Balance
- Engagement
- Job Requirements
- New Leader Vision & Values
- Relocation
- Information
- New Leader Development
- Organizational Culture
- Training/Mentoring

## Comparison View

The Comparison view shows side by side scores for New Hire and Acclimation for each unit. Click on Themes or Metric, then Apply Selections to update the data table below.

Select a View: Comparison View

- Default View
- Ranking View
- Comparison View

Org Details: Comparison View ? Select a View: Comparison View

Theme Metric (1)  Hide Too Fews

Report Group	New Hire Engagement	Acclimation Engagement	Acclimation vs New Hire Engagement	New Hire Respondents	Acclimation Respondents	Rollup
▼ Central Health Work Units by Entity <span>Current Group</span>	3.06	2.95	-0.11	121	136	*
▼ Manchester Endoscopy Center	-	-	-	Too Few Responses	Too Few Responses	*
110280 - CH Endo Cntr Admin - Ned Stewart	-	-	-	Too Few Responses	Too Few Responses	
110280 - CH Endo Cntr Admin - Aida Murray	-	-	-	Too Few Responses	Too Few Responses	

## Page Settings and Features

### Sort by Columns

Select Sort by columns above the right side of the data table to enable the ability to use the arrows next to each column header to sort columns in ascending or descending order.

Org Details: Default View ? Select a View: Default View

Add Columns  Hide Too Fews

Sort by Columns

Show 25 entries Search:

Report Group	New Hire Engagement	New Hire vs. Overall Organization	New Hire Respondents	Acclimation Engagement	Acclimation vs. Overall Organization	Acclimation Respondents	Rollup
100001 - CM NURSING ADMIN - Max Bennett	-	-	Too Few Responses	-	-	Too Few Responses	
100001 - CM NURSING ADMIN - Sienna Nelson	-	-	Too Few Responses	-	-	Too Few Responses	

## 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

to

**Apply**

## Respondents

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

**Respondents: New Hire: 90 Acclimation: 103**

## Exporting to CSV

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

**Export to CSV**