

# Lifecycle Dual Onboarding Reporting — Summary

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

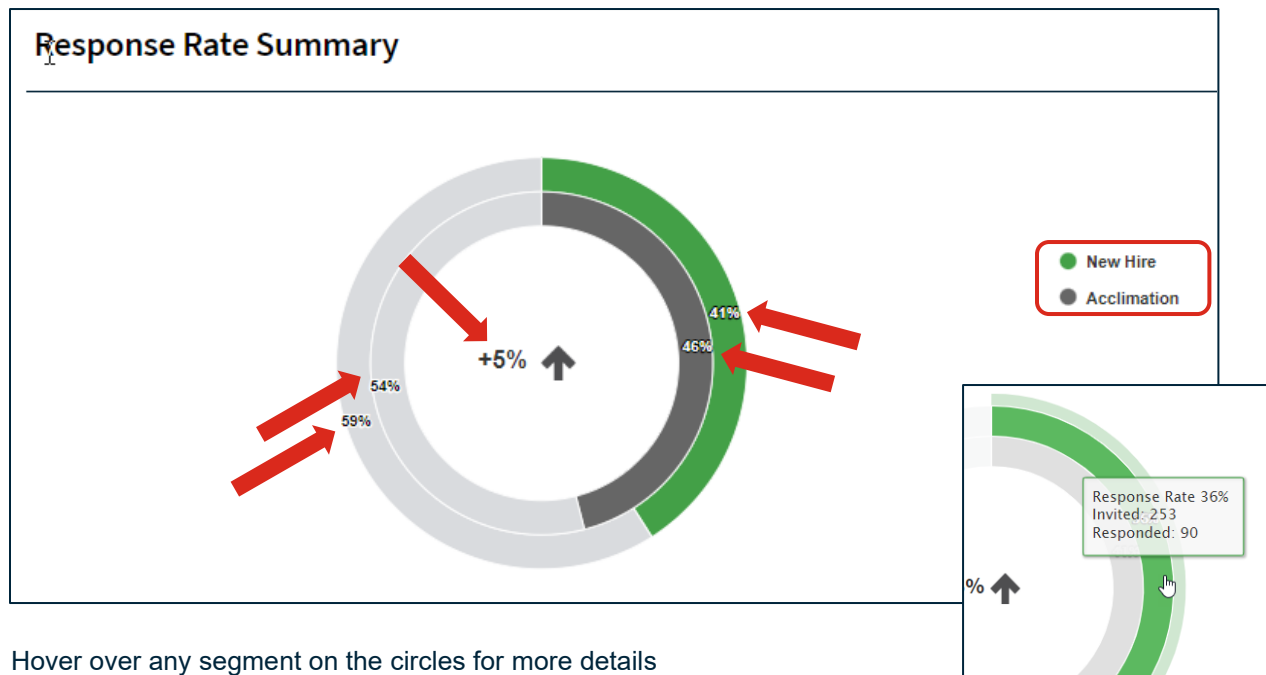
The Summary page provides an overview of the response rates and performance trends.

## Response Rate Summary

This widget shows the response rate for the New Hire (green) and Acclimation (dark gray) surveys.

The center of the circle shows the change in the response rate from the New Hire to the Acclimation survey. The directional arrow indicates if the response rate went up or down.

- New Hire: green portion of the circle is the percentage of people who responded, while the light gray is the percentage who did not respond.
- Acclimation: dark gray portion is the percentage of people who responded, while the light gray is the percentage who did not respond.



Hover over any segment on the circles for more details

- Response Rate: number of survey responses divided by the number of people invited
- Invited: the number of people who were sent an invitation to take the survey
- Responded: number of people who completed the survey

## Response Rate Trend

This widget trends the response rate over the last 12 months. Dates are based on the employee's position effective date. View the response rates by month or quarter using the dropdown menu.

The green line trends the New Hire response rate while the dark gray line trends the Acclimation response rate. Hover over any of the data points to view the month, response rate, and number of responses.



## Engagement Indicator Summary

Engagement Indicator is a composite metric of seven (7) items that measure employees' degree of pride in the organization, intent to stay, willingness to recommend, and overall workplace satisfaction. This widget displays this metric for the New Hire survey in green and the Acclimation survey in dark gray during the timeframe set in the filter (at the top of the page).

The difference in score from New Hire to Acclimation is displayed under the scores with a directional arrow indicating if the score went up or down.

Hover over any segment on the half circles to view the score and number of responses.

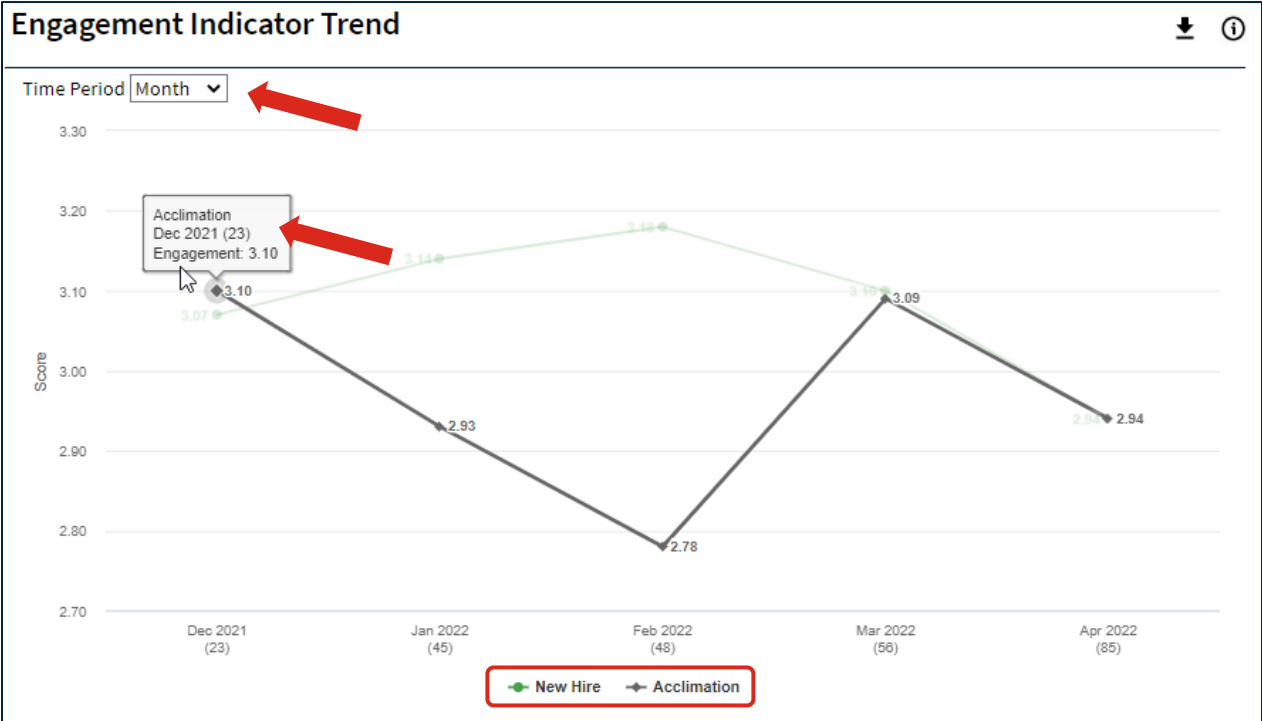


# Engagement Indicator Trend

This widget trends the Engagement Indicator performance over the last 12 months. Dates are based on the employee's position effective date.

You can view performance by month or quarter using the dropdown menu.

The green lines trends the New Hire Engagement Indicator while the dark gray line trends the Acclimation Engagement Indicator. Hover over any of the data points to view the month and score.

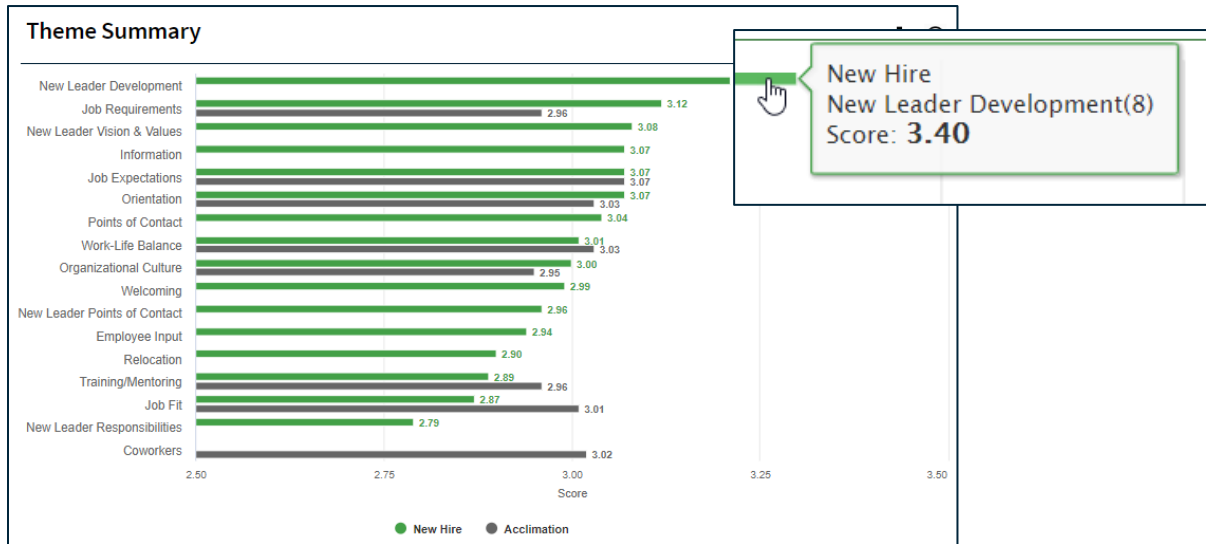


## Theme Summary

This widget provides an illustration of the theme scores. The themes are displayed in New Hire descending order with the highest scoring New Hire theme listed at the top of the chart. New Hire Theme performance is displayed in green and Acclimation Theme performance in dark gray.

Hover over the Theme performance line to view the number of responses for that theme in parenthesis and the score. Click on any of the Theme performance lines and you will be taken to the Item Details page for that specific survey and Theme.

Keep in mind, some Themes do not apply to both New Hire and Acclimation.

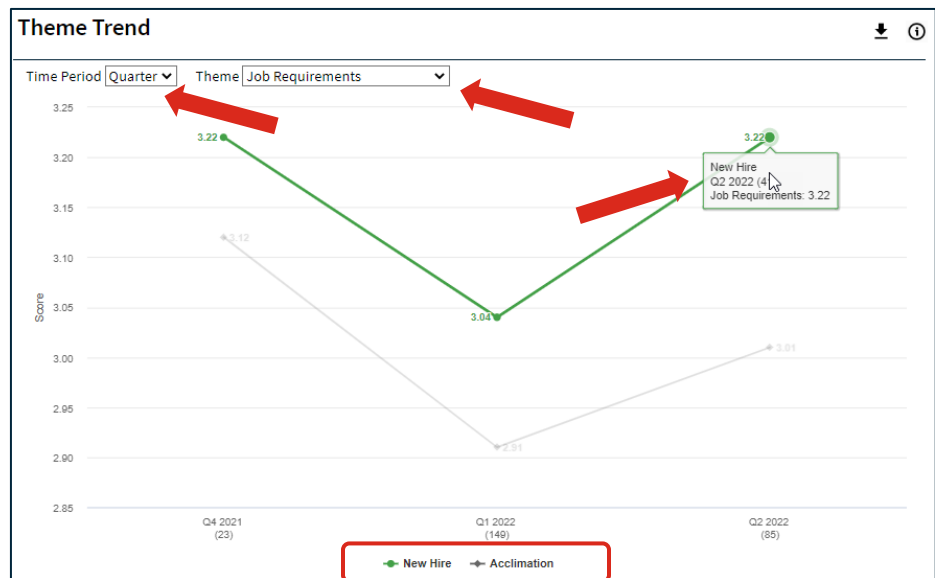


## Theme Trend

This widget provides an illustration of theme scores over the last 12 months. Dates are based on the employee's position effective date. You can view performance by month or quarter using the dropdown menu.

The green lines trend the New Hire Theme performance while the dark gray line trends the Acclimation Theme performance. Hover over any of the data points to view score and number of responses. Use the Theme dropdown to select a Theme.

Keep in mind, some Themes do not apply to both New Hire and Acclimation.



## Greatest Improvements

Up to three items with the greatest improvement in score from the New Hire to Acclimation survey are listed in the table along with the score difference. Click on any of the items and you will be taken to the Items Details page.

Greatest Improvements	
Item	Acclimation vs New Hire
I like the work I do.	+0.21
I know what is expected of me in my job.	+0.12
My experience in this job is consistent with how the job was explained to me during the hiring process.	+0.12

## Greatest Declines

Up to three items with the greatest decline in score from the New Hire to Acclimation survey are listed in the table along with the score difference. Click on any of the items and you will be taken to the Items Details page.

Greatest Declines	
Item	Acclimation vs New Hire
I can explain this organization's mission to others.	-0.31
Overall, I am satisfied working here so far.	-0.23
The amount of work I have been given is consistent with my expectations per the job description.	-0.19

## 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.

### Respondents

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

Effective Date Range

▼

**Total Filters:** 0

**Date Range** » 12/15/2021 to 12/15/2022

Enter or Select Date Range:

MM/DD/YYYY

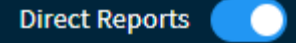
to

Apply

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

## Direct Reports

Use this toggle to see all respondents or just direct reports.



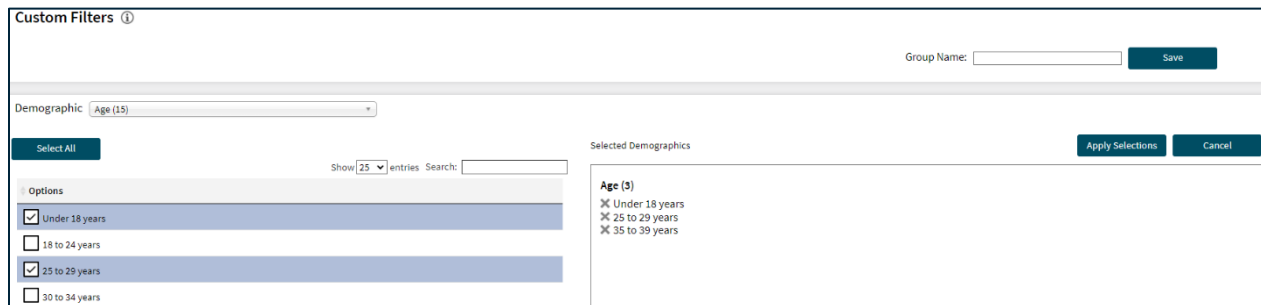
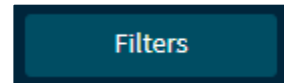
## Hierarchy Navigation

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 the selection will be applied to all pages



## Filters

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



## Export Features

Present Now allows you to create a presentation-ready format of the Summary page in HTML format and download the same file as a pdf.

From the Summary page, you can select Download or Present Now.



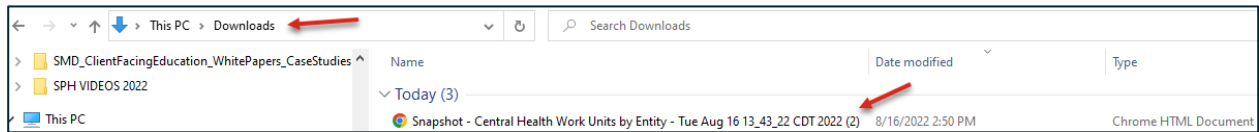
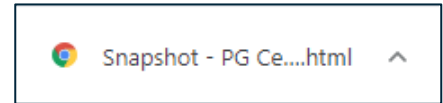
## Download

The presentation-ready slide set of the information on the Summary page is produced according to the filters you have applied.

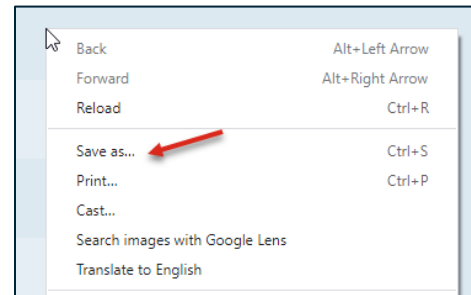


When you select Download you will have two options:

1. **Email PDF:** This option allows you to email yourself a PDF copy of the Summary page presentation-ready format.
2. **Download HTML:** HTML is a digital format designed to display as a webpage. This format makes information easy to present and view.
  - a. **Retrieve and Save the HTML File.** To retrieve the file, you have two options:
    - i. If you have a pop-up notification at the bottom of your screen, select the file and it will open.
    - ii. Access a copy from the Downloads folder of your computer.



To save the HTML file to a location of your choice, right click on the slides to Save As.



## Present Now

Selecting Present Now opens the HTML file immediately so you can begin viewing the presentation-ready Summary page information. To advance to the next page, use the arrow in the lower right corner. To return to the Summary page, select the red X in the upper right corner.

