

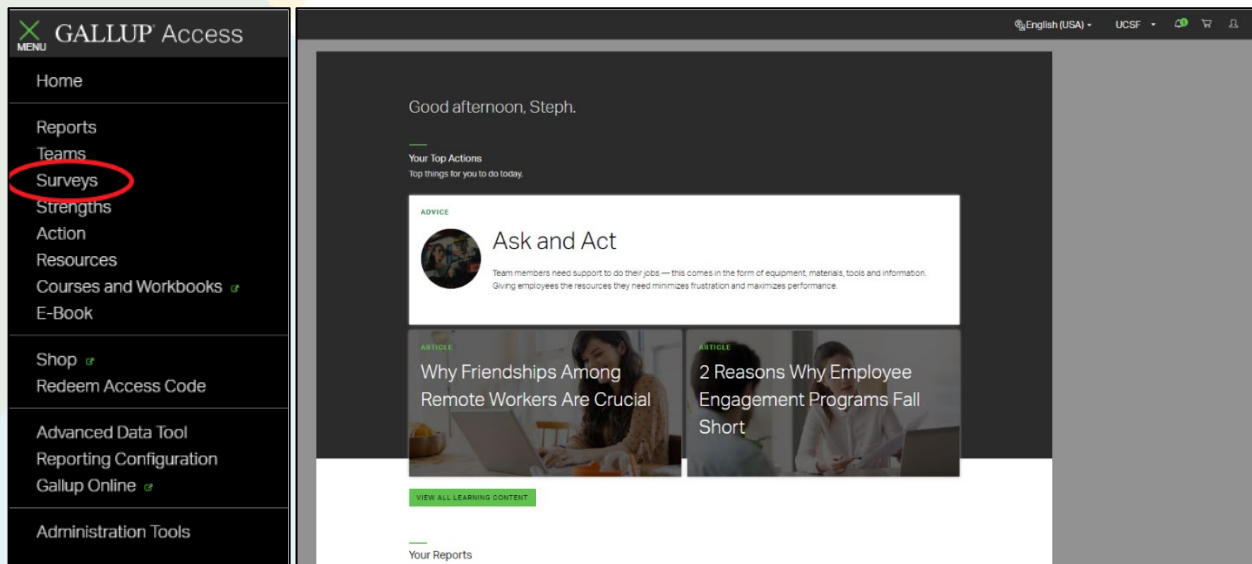
Participation Monitoring on Gallup Access UCSF Staff Engagement Survey - Ambassador Guide

1. Enter the Gallup Access portal from within the UCSF network

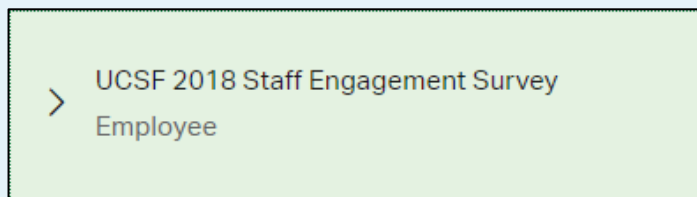
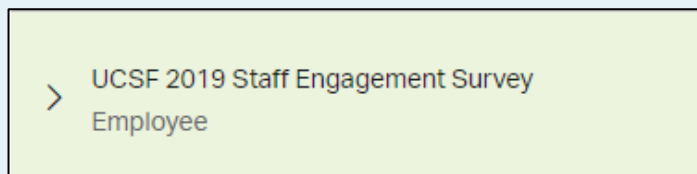
Visit the Gallup Access website at UCSF.My.Gallup.com.



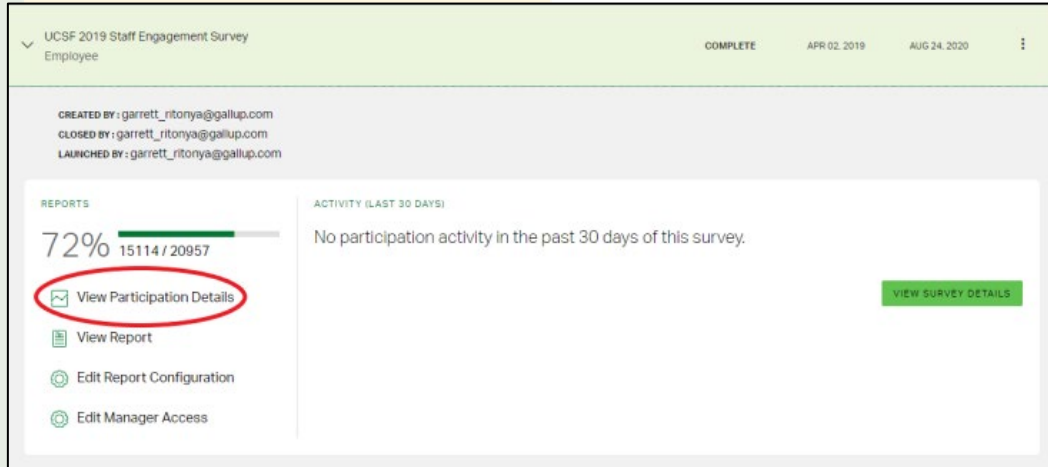
Click the **Menu** button on the top left.
Then, select **Surveys** from the left menu bar.



2. Click the arrow to expand the survey you want to view

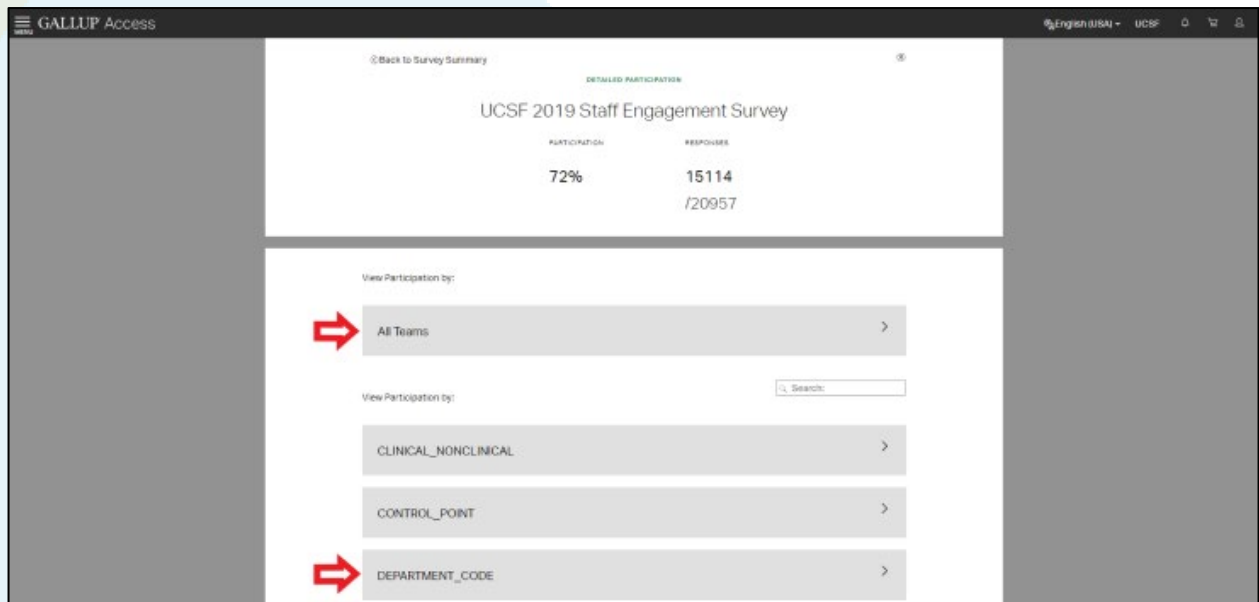


3. Under the chosen survey, click **View Participation Details**



4. To view participation by all teams/managers, click on **All Teams**

On same page, you will also be able to click to view participation by other variables (i.e. DEPARTMENT_CODE)



5. To download participation data to excel, select the top right green button **Export Data**.

⏪ Back to Categories

EXPORT DATA

- Note: you are only able to export reports for one variable at a time – to go back to the menu of all report variable options again, click **Back to Categories** on the top left.
- If you choose to export, the excel document **will be sent to you through email**, which you will then be able to download and work in.

6. Interpreting the data:

- **# Survey Completes** - shows how many individuals responded to the survey.
- **# Respondents** - the total number of respondents (individuals) invited to participate in the survey (eligible population size).
- **% Complete** - the participation rate.
- * - an asterisk indicates the group either did not meet the minimum of 5 survey completions or invitations. This is to protect the confidentiality of respondents.