

Online tool to help prepare for Gallup Access reporting

The UCSF Engagement Survey team has developed a new online tool to assist managers prepare for when the Gallup results are published. The purpose of the tool is twofold:

- First, managers will be able to query the entire Gallup roster to see their team or reporting group (Gallup Teams tab)
- Second, managers will be able to use the tool to help understand the reporting options that will be available in Gallup Access starting in 2019 (Gallup Roster tab).

Log in to the tool at <https://hrtools.ucsf.edu/gallup/> using your MyAccess credentials. When you login you will see two tabs, "Gallup Teams" and Gallup Roster. Both tabs are sortable columns and a full text search option.

Gallup Teams tab: see who is listed in teams.

This tab has a list of all managers in the Gallup roster, and a count of their direct reports and this year's delegates. For each manager there is also an orgchart icon. Selecting this icon opens a second browser tab with an orgchart of the manager's organization going down 4 levels.

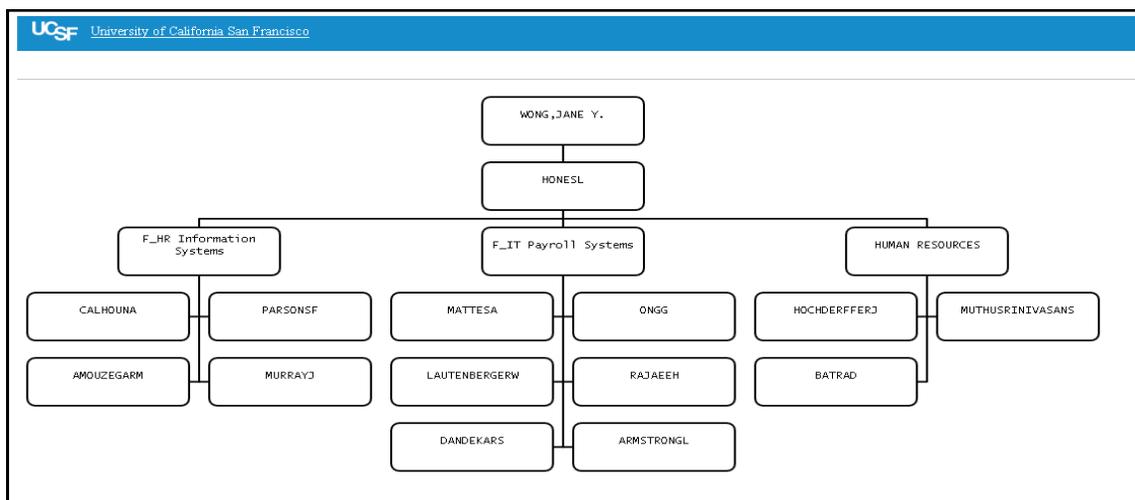
GALLUP TEAMS TAB, USING FULLTEXT SEARCH:

The screenshot shows the 'Gallup Teams' tab interface. At the top, there are tabs for 'Gallup Roster' and 'Gallup Teams'. Below the tabs are buttons for 'Excel' and 'PDF', and a 'Show 15 entries' dropdown. A search bar contains the text 'none'. The main table has columns for 'SUPERVISOR', '# DIRECT REPORTS', and '# DELEGATES'. Three entries are visible:

SUPERVISOR	# DIRECT REPORTS	# DELEGATES
<input type="checkbox"/> HONES,LUKE M (028628915)	13	0
<input type="checkbox"/> MAHONEY,EDWARD MICHAEL (029811692)	2	0
<input type="checkbox"/> SHONE,KEVIN J (023656895)	1	0

At the bottom, it says 'Showing 1 to 3 of 3 entries (filtered from 3,042 total entries)' and has 'Previous' and 'Next' navigation buttons.

EXAMPLE OF A MANAGER ORGCHART:



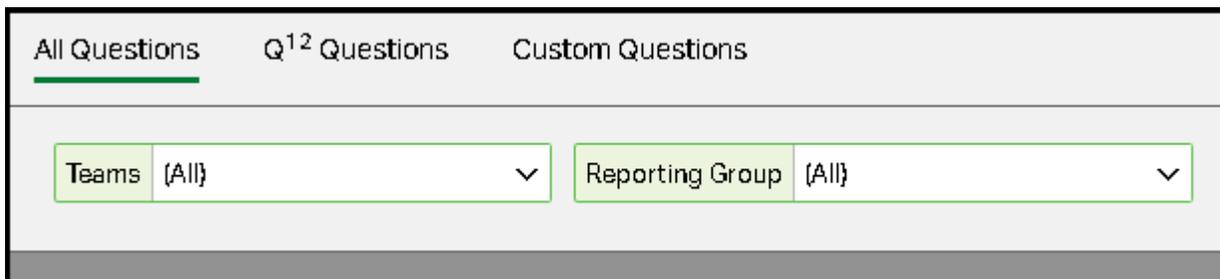
Gallup Roster tab: preview the reporting options that will be available in Gallup Access.

This tab has the complete roster uploaded by Gallup, including UCSF Campus, Health, BCHO and UBCP, over 22,000 employees. –

- You can filter this roster using both “Teams,” a dropdown of all managers in the Gallup Roster, and “Reporting Groups,” a dropdown of many of the fields in the uploaded roster.
 - o Examples of “Reporting Groups” include Job Categories and Departments.

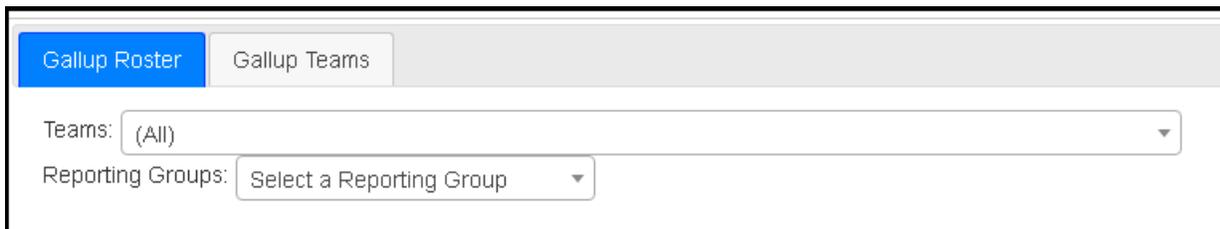
These two options mimic, as much as possible, the two dropdown menus available for filtering your survey results in Gallup Access. Use these two filters to get a sense of how to use the filters on Gallup Access to get the report you want.

GALLUP ACCESS:



The screenshot shows the top navigation bar of the Gallup Access interface. It contains three tabs: "All Questions" (which is underlined in green), "Q12 Questions", and "Custom Questions". Below the navigation bar, there are two dropdown menus. The first is labeled "Teams" and has "(All)" selected. The second is labeled "Reporting Group" and also has "(All)" selected. Both dropdown menus have a green border and a downward-pointing arrow.

UCSF GALLUP ROSTER REVIEW TOOL



The screenshot shows the top navigation bar of the UCSF Gallup Roster Review Tool interface. It contains two tabs: "Gallup Roster" (which is highlighted in blue) and "Gallup Teams". Below the navigation bar, there are two dropdown menus. The first is labeled "Teams:" and has "(All)" selected. The second is labeled "Reporting Groups:" and has "Select a Reporting Group" selected. Both dropdown menus have a downward-pointing arrow.

Questions? Email hrihelp@ucsf.edu