GALLUP ONLINE QUICK REFERENCE GUIDE FOR UMD'S THRIVING WORKPLACE INITIATIVE REPORTING SITE

How to Log In to Gallup Online

- 1. From your Web Browser go to <u>http://www.galluponline.com/</u>
- On the Login page, type your user ID in the USER ID from the Gallup Online email you received from Gallup. If you do not have your user ID, click on Need help with your user ID or password? Follow the instructions on the site to retrieve your user ID.

Ŧ	USER ID
٩	PASSWORD
	Accessibility-Enhanced Version Login
	Need help with your user ID or password?

- Type your password in the PASSWORD field. Passwords are case-sensitive. If you
 do not have a password or you have forgotten it, click Need help with your user ID
 or password? Follow the instructions on the site to create your password or reset
 an existing password.
- 4. Click **Login** to display the Gallup Online home page. This is known as the **My Gallup** page.

How to Get Your Results

1. Once logged into Gallup Online, you can access your results in the Our Workplace section by clicking on the **Q12 Reports** link.

Our Workplace						
Description:	Deliverables:					
Gallup has published research proving that employee engagement links powerfully to business outcomes such as retention, productivity, profitability, customer engagement, and safetyMore	Q12 Reports Q12 Impact Plans Q12 Best Practices Dynamic Reports Batch Export Q12 Library					

- 2. You will automatically be directed to a **Summary View** of your work group's results. If you have access to multiple reports, multiple summary cards will display here.
- 3. To see results for each question, select the **View Report** icon above the summary card or click on the name in the blue box. You will be directed to the detailed report.

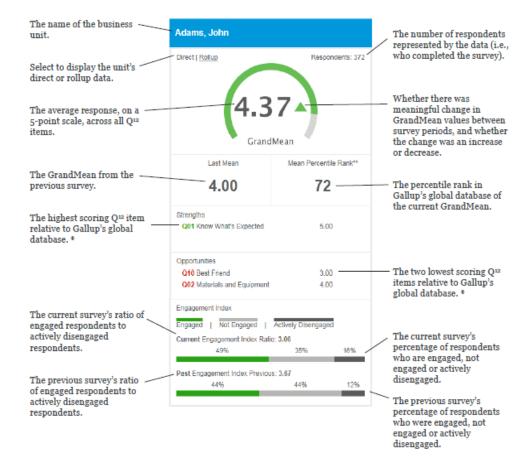
4. If you received a message indicating data is not available, your workgroup may not have met Gallup's confidentiality threshold of a minimum of 5 respondents. However, you may view additional data from your area by clicking on your name in the blue box.

How to Navigate your Report Features

1. SUMMARY VIEW

The summary view provides an overview of employee engagement data and reports for select teams.

You can also choose to view a detailed report online by clicking the **View Report** icon or by clicking on the name in the blue box. You may also choose to view and print a detailed PDF report by clicking **PDF Report** icon.

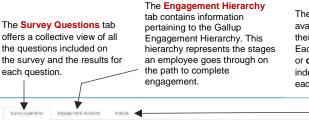


SCORECARD VIEW 2.

The Scorecard View provides detailed information about your employee engagement data. The top section of the Scorecard View consists of the high level data metrics and remains at the top of the screen as you navigate through the Scorecard Views. Navigation features are also available at the top of the page, allowing you to Jump to different Gallup Online products, Report Types or Reports. To view additional data from your area, click on the names in the gray box next to the 'select report' box at the top of the page.



The **bottom section** of the Scorecard View consists of three tabs: **Survey** Questions, Engagement Hierarchy and Indices.



The Indices tab lists available indices and their respective scores. Each index can expand or collapse to view the index overall results or each question within it.



Comparison Units

other business units'

unit vou are currently

an internal comparison.

At the top of the page, you

employee engagement data,

their data against that of the

viewing. Select the boxes of

the units you want to view as

can also choose to view

allowing you to compare

Q12 Questions

View data for all View data for all of the Q12 items and the Overall included on the Satisfaction survey. item.

Additional Questions

View data for any custom questions included on the survey.

All

questions

Edit Columns

You can also choose which data metrics appear in your view by clicking Edit Columns on the upper-right corner of the tab. You will be provided a list of metrics you can add or remove from the main view.

How to Print your Report

- You can print your PDF report from the Summary View or the Scorecard View. 1. Within the summary view, client the Print Report icon. After you click the Print Report Icon, a menu appears and provides you with optional pages to include in the PDF report.
- Within the Report Options pop-up window, a menu of optional pages is provided 2. to select and include within the PDF export. Check all boxes under Report Pages and Extras that are desired for the PDF report.

Customize Your Report	×
Report Options	
REPORT PAGES	EXTRAS
Engagement Hierarchy	Glossary
Breakdown	Strengths/Opportunities Worksheet
Indices	Action Plan Worksheet
Graph Creation	Suggested Action Items Worksheet
	Comparison Units
	Generate Report

If you want internal comparison units to display on the report, make sure **Comparison Units** is selected. If not selected, only the first unit of data will display. Your menu may have fewer options depending on your company's desired report set-up.

3. Save report. The PDF report is now available to view online or to save as a file.

	013				Gallup Online Demo	one	trat	ion Site									information Officer - Roll
nit A: Chief In		cer - Rollup			Report Period: 2013	JIIS	urau	ion site								Unit B: CEO - Unit C: Overa	
nit B: CEO - F nit C: Overall					Breakdown > Gallup Q ^{c2} Iter	ms											
							Total P	Current Mean	561	Fraqua	ney Dia %3	inbutio %4	n %5	Current Top Bor	Moon Percentile Rank	Gallup Overall Mean St	Gallup Overall Mean S
					Q00. How eatherfied are you with	A	2052	4.24	1	3	13	35	47	4	62		
					this company as a place to	в		1.1								4.01	4.75
					work?	с	46402	4.24	1	3	13	35	48	48	62		
						Α	2059	4.58	0	2	7	22	68	68	53		
ummary	Q21. 1 know what is expected of me al work.				в		1.1								4.50	4.93	
						С	45608	4.55	1	2	6	23	68	68	52		
		Grand		Mean Percentile	Q02. I have the materials and equipment I need to do my	Α	2053	4.30	2	4	12	29	54	54	55	4.15	4.80
nitA	Total n 2072	Current Mean 4 33	Last Mean NA	Rank 66		8		1.1									
	2012	4.55			work right.	¢	46450		2	4	11	20	56	56	56		
nit B			NA		Q03. At work, I have the		2044	4.25	2	5	12	28	63	53	62	4.10	4.79
nit C	46844	4.33	NA	66	opportunity to do what I do best every day.	в		425									
					unit unit unit.		46238		2	5	12	27		54	62		
					Q34. In the last seven days, I have		2046	4.21	6	5	10	18	61	61	64		
Engagement Index				received recognition or praise for doing good work.	8	46029		6	6	2	18	61	61	65	3.77	4.71	
Engaged	Not Engaged	Actively Disengag	jed					_									
			66		Q05. My supervisor, or someone at		2051	4.49	2	2	7	55	69	69	55	4.21	4.86
* Not alreven if n <5 for Mean and Top Box, n < 10 for Preparecy, or data is unwellable. ** Lead Data for the current unit.					work, seems to care about me as a person.	B C	45210	_	2	3	7	10	69	69	55	4.21	4.85
	Strengths and Opportuni	fee are being celculated again a by 0.2 or more between aur	net the North America - Fir	arcs & insurance debelase		-	-										