Employee Engagement Response Rates

The Response Rates page is the first available report and is the only page that can be viewed during survey administration. Note that you will also have access to it after the survey is closed.

The Response Rates tab displays the number of individuals who have responded to the survey from each unit in the organization’s hierarchy.

![Response Rates Table]

**Page Overview**

The information displayed includes:

- The name of each unit in the hierarchy
- The number of individuals invited from that unit
- The number of individuals from that unit who completed a survey
- The percentage of individuals from that unit who responded

**The Rollup Column**

Finally, the Rollup column indicates when a unit includes all individuals rolling up to that leader—the leaders direct and indirect reports. A group marked as a rollup can be expanded to show all groups under it.

![Rollup]

Expanding and Collapsing Hierarchies

You can navigate through the organization’s hierarchy by expanding and contracting the tree structure in the center of the screen.

You can also select the green buttons at the top of the screen to expand all units or collapse all units. Selecting to expand all units will expand all units of the hierarchy; it will not remove rollup groups. Selecting to collapse all units will collapse the tree back down to the top level.

To sort by the columns in the table, you can use the Sort by Columns toggle to turn this feature on or off. When you turn this feature on, you will see the direct line from your report group to the top of the hierarchy. You may view rollup groups or turn on direct reports to hide rollup. You will then be able to click the header of each column to sort by largest to smallest or vice versa for numerical columns, or alphabetical order for the report group column.

Searching

The Search feature can be used to search the page for keywords. Simply type any words you’d like to find into the search field.
Number of Search Entries to Show
In your search, you can choose to show 25, 50, 100, or 200 units on a page at a time.

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