

Navigating the Employee Needs Survey Dashboard

This is a short guide to using this interactive dashboard to view the Employee Needs Survey data.

Frequently Asked Questions:

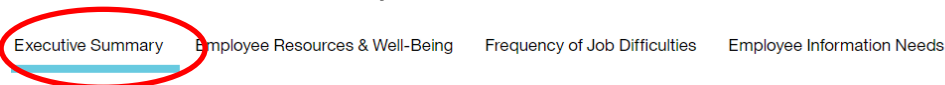
As the VP of an area, how do I see just the result for my area?

- In the “VP Area” filter box located on the data tabs, click which area you are interested in and it will automatically populate the results for that area.
- If you want to view more than one VP Area at once, hold down the “Ctrl” button while clicking the areas you would like to select.

How to view results for a particular group of faculty/staff?

- In the “Employee Type” filter box located on the data tabs, click which area you are interested in and it will automatically populate the results for that area.
- If you want to view more than one employee type at once, hold down the “Ctrl” button while clicking the types you would like to select.

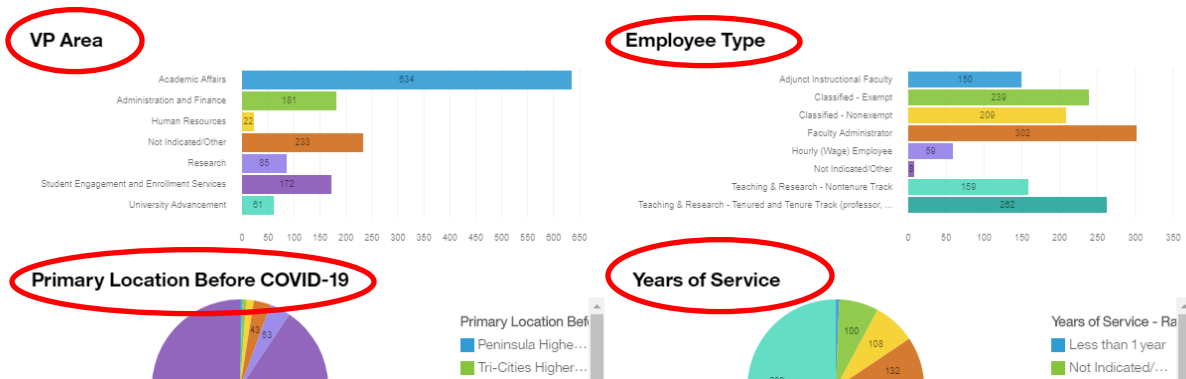
The Basics: Executive Summary Tab



ODU Employee Needs Assessment Survey

Directions: On the following tabs, please use this interactive dashboard to explore the Employee Needs Survey data by clicking on the filters. The visualizations will reflect your selection. Click on a filter again to remove it.

1388 Completed Responses from April 20 - May 11, 2020



- Executive Summary tab provides you with a summary of the key findings, recommendations, and type of questions asked.
- VP Areas: Here, you may select which area of the University you are interested in.
- Employment Type: Here, you may select which employee type you are interested in.

- Primary Location Before COVID-19: Will tell you where an employee primarily worked before COVID-19.
- Years of Service: Will tell you how long an individual has been employed at the University.
- All Areas (VP, Employee Type, Years of Service, Primary Location Before COVID-19, etc) are interactive. You may layer filters by clicking multiple areas, and the results will populate based on what filters you choose.

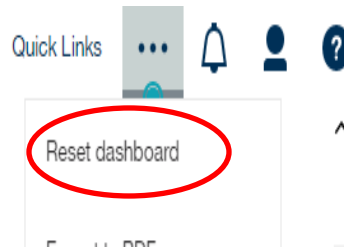
The Basics: Navigation:

Resetting the Dashboard: this will reset all filters

1. Click the “...” icon in the top right-hand corner



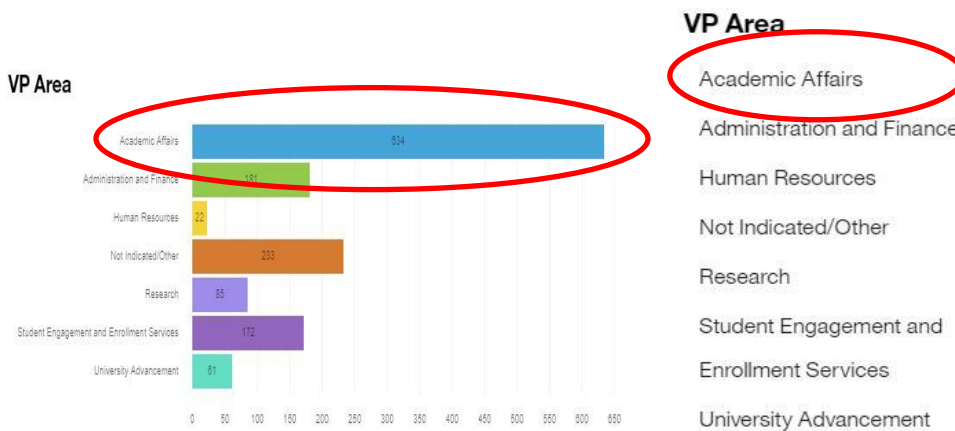
2. Click “Reset Dashboard” in the dropdown menu



Full Screen: To expand the screen you will click this button in the upper right corner

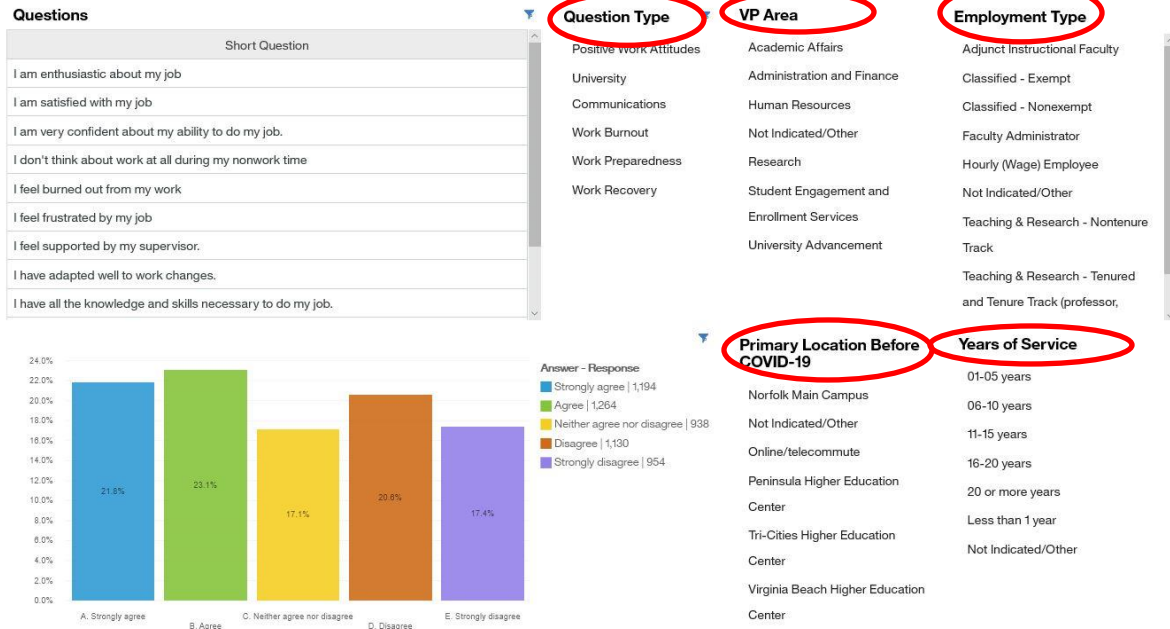


Selecting filters: to filter the data you can click on the graphs, or on the lists of filter options. To unselect the filter, simply click it again. To select more than one filter from the same list, hold down the “Ctrl” button and click on the filters you would like to select. To reset all the filters, use the “Reset Dashboard” tool.

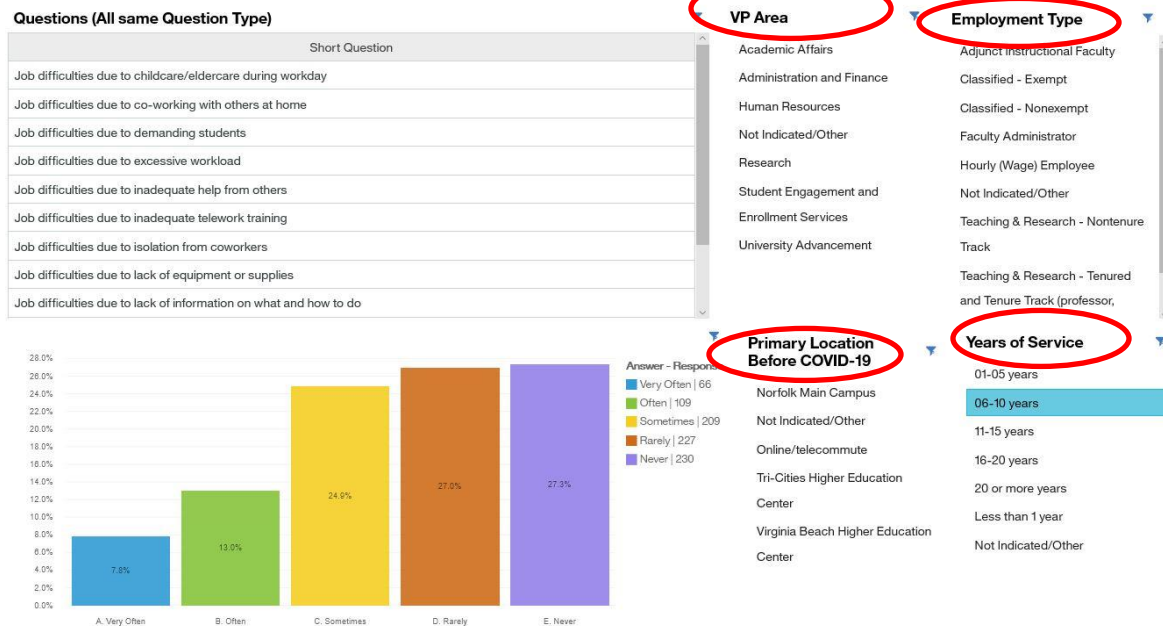


Deeper Dive: Employee Resources & Well-Being Tab and Frequency of Job Difficulties Tab

Executive Summary **Employee Resources & Well-Being** Frequency of Job Difficulties Employee Information Needs



Executive Summary Employee Resources & Well-Being **Frequency of Job Difficulties** Employee Information Needs



- Questions filter will provide you a list of the questions in the survey. You may click any of these questions and the data in the graph will auto-populate. If you want to view more than one category at once, hold down "Ctrl" while clicking to select.

- Question Type: Describes the question type, or general subject area of the question.
- VP Areas: Here, you may select which area you are interested in and it will provide you with the results to the survey questions for that area in the bar chart.
- Employment Type: Here, you may select which employee type you are interested in and it will provide you with the results to the survey questions for that group of employees.
- Primary Location Before COVID-19: Will tell you where an employee worked primarily before Covid-19
- Years of Service: Will tell you how long an individual has been employed at the University

Deeper Dive: Employee Information Needs



- Employee Needs: allows you to view employee responses stating what information they need to be successful in teleworking
- Preferred Frequency of Communication: This graph tells you participants preferred rate of receiving communications from ODU.

If you need immediate assistance, please email the Office of Institutional Effectiveness and Assessment at Assess@odu.edu