



Access Your Employee Engagement Survey Results

INTRODUCTION

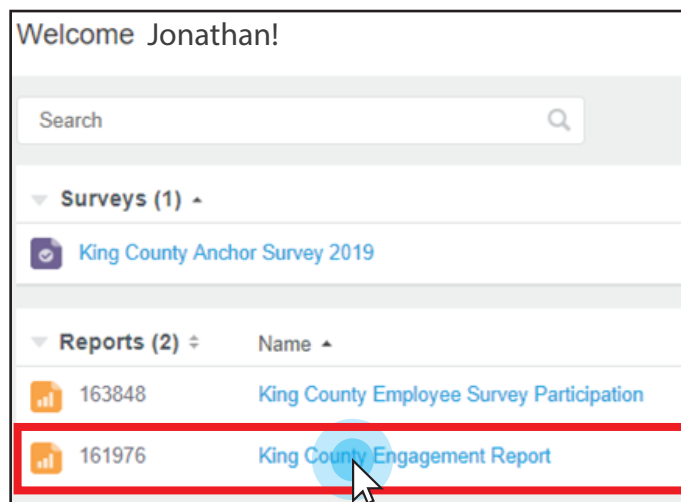
This document has step-by-step instructions on how to access the 2019 Survey Report.

Step by Step Instructions

This year, engagement survey results are viewable online and are interactive. King County has partnered with an external vendor, Confirmit, to create these reports. These instructions will help you access your online report within Confirmit's portal.

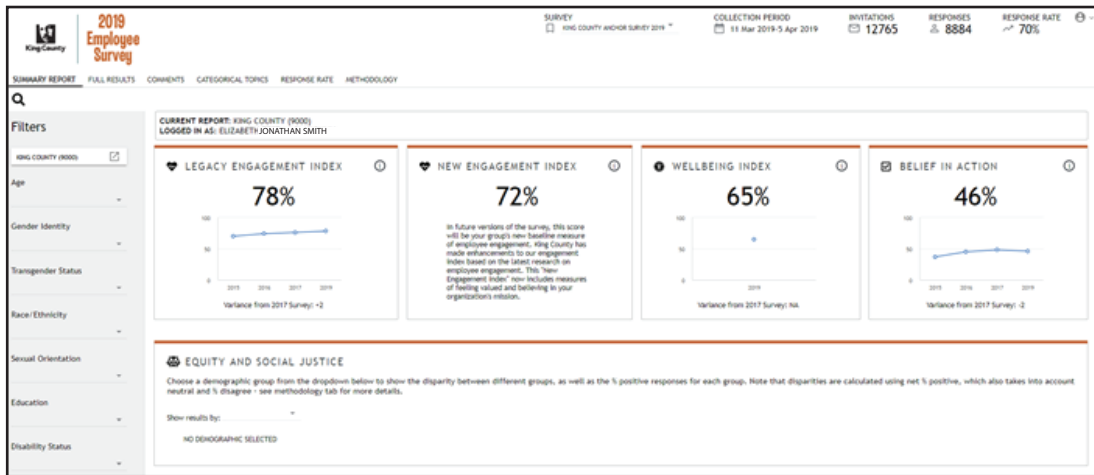
- 1 Within the King County network, Single Sign On is enabled. This means that you can access the report using your pre-existing King County credentials. To go to your engagement report, click this link <https://sso.us.confirmit.com/kingcounty/>

- 2 Upon successful login, you will see the Confirmit Home page. Reports you have access to will appear as links on this page if you have access to more than one tool or report in Confirmit. If this is the case, simply click on
"161976 King County Engagement Report"



- 3 **Bookmarking:**
Please use the <https://sso.us.confirmit.com/kingcounty/> address to sign-in **BEFORE** you bookmark a report. Then, to bookmark your report, use <https://sso.us.confirmit.com/kingcounty/fav/>

- 4 You may go directly to the Report if you do not have other Confrontit tools or reports:

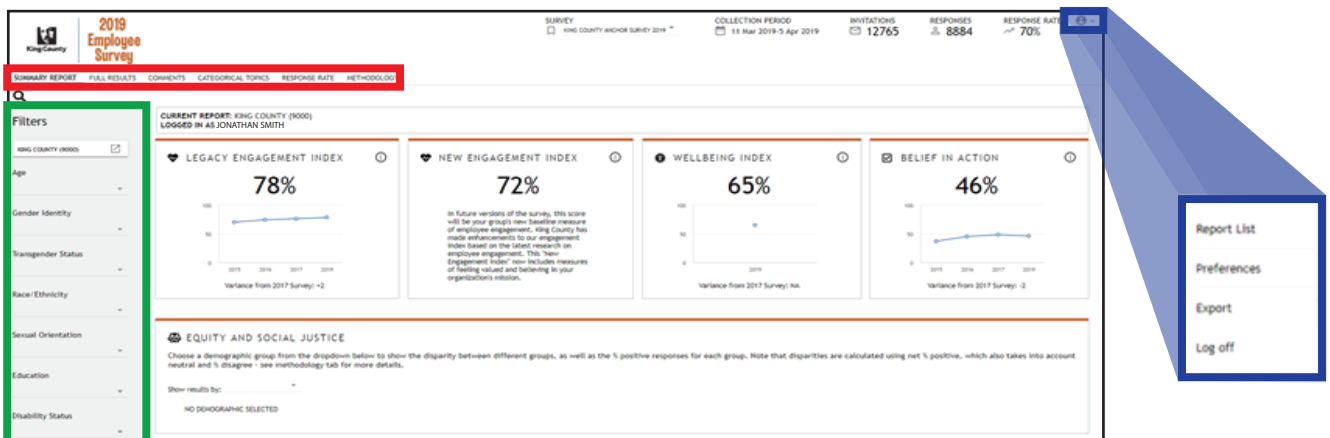


Note: To request access to the report, please contact your engagement steering committee member:

Brian Roberts, KCIT	Leslie Brown, DPD
Shawn Abernethy, DES	Janet Parks, OLR
Chris Ynzunza, DNRP	Brooke Bascom, DHR
Dawn Holmes, DAJD	Dan Farmer, PSB/Exec
Tina Abbott, DPH	Jonathan Larson, Assessor
Ann McBroom, ADR	Kendall LeVan Hodson, Elections
Jonathan Halperin, Metro Transit	Heidi Parkington-Thal, PAO
Cheryl Binetti, DLS	Janine Weihe, Legislative Branch
Liz Causby-Miles, DCHS	Teresa Bailey, DJA

Basics of Navigating the Report


- 1 Once in the Report, you will have access to **several tabs across the top of the page**, through which you may navigate to review various results. There is also a **left-hand filter column** for drilling down data (please note if you set a filter, it is applied to the entire report. It will remain in place even as you move across different tabs). Your **user settings** are at the top-right:




- 2 To share results with your team, you may export and print a pdf of any page. We also recommend exporting the full results once. After clicking the "OK" button, an export will be emailed to you within a few minutes. Save the full exported report to your computer so you can access it regularly. The County is charged for each full export.

Collapse Filter Panel ①

Filters

KING COUNTY (9000) 

Age


36-40 

Gender Identity

CURRENT REPORT: KING COUNTY (9000)
LOGGED IN AS: JONATHAN SMITH


SELECTED FILTERS
AGE: 36-40


RESULTS


Show results by: 

- 3 Should you need to export a Report PDF, the Current page only method is preferred. Export of the full report is large. If needed, export the full report and save it in a location where it can be regularly accessed. After clicking the "OK" button, an export will be email to you within a few minutes


Export Report Export this report to any of the supported formats



Export format: PDF 


Page orientation: Landscape 


Paper size:  jsmith@kingcounty.gov

Email recipients: dfarmer@kingcounty.gov

Comment to recipients: 

Export scope: 
Full export
Current page 

Report Language: 

Cancel 

- 4 You will also see the Hierarchy Menu at the top of the Filters panel. You will be able to use the Hierarchy to filter data at your level and below. The Hierarchy level is also clearly indicated at the top of the page

Filters

CURRENT REPORT: EXECUTIVE BRANCH (9400)
LOGGED IN AS: JONATHAN SMITH

EXECUTIVE BRANCH (9400)

Age

Gender Identity

Transgender Status

Race/Ethnicity

Sexual Orientation

RESULTS

Show results by:

ITEMS BY DIMENSION ALL ITEMS

I have the resources I need to support my personal health and well-being

Metro Transit Department supports my personal health and well-being.

I have my supervisor's support to be a change agent to make things better for all employees and the services we provide

My supervisor consistently demonstrates the behaviors, skills and competency to support my personal health and well-being

Search

Top > KING COUNTY (90...) > EXECUTIVE BRANC...

OFC OF ECON & FIN ANALYSIS (1003)

DNRP (0600)

KCIT (1200)

DCHS (0200)

DAJD (0100)

CANCEL ANY

Filters

EXECUTIVE BRANCH (9400)

Age

31-35

CURRENT REPORT: EXECUTIVE BRANCH (9400)
LOGGED IN AS: JONATHAN SMITH

SELECTED FILTERS

AGE: 31-35

RESULTS

Report Page Details

- 1 The **METHODOLOGY** Tab contains information about the survey, and more details about different areas of the report.

King County

2019 Employee Survey

SURVEY
KING COUNTY ANCHOR SURVEY 2019

COLLECTION PERIOD
11 Mar 2019-5 Apr 2019

INVITATIONS
12765

SUMMARY REPORT FULL RESULTS COMMENTS CATEGORICAL TOPICS RESPONSE RATE **METHODOLOGY**

STATEMENT ON COLLECTING DEMOGRAPHIC DATA

On Race:
There is confusion in the United States over the concepts of "race" and "ethnicity," and King County is choosing to understand "race" as explained by critical race theory. We recognize that race and racial categories in the U.S. are social constructs with the intent to determine who does (the "haves") and who does not (the "have nots") have access to power and resources simply based on skin color. Racial categories and how communities experience race have changed over time. Racial categories are imposed; they serve systems of racial oppression by limiting resources, rights and opportunities for "have not" communities. In King County, we are aiming to be racially just, so we collect racial demographic data.

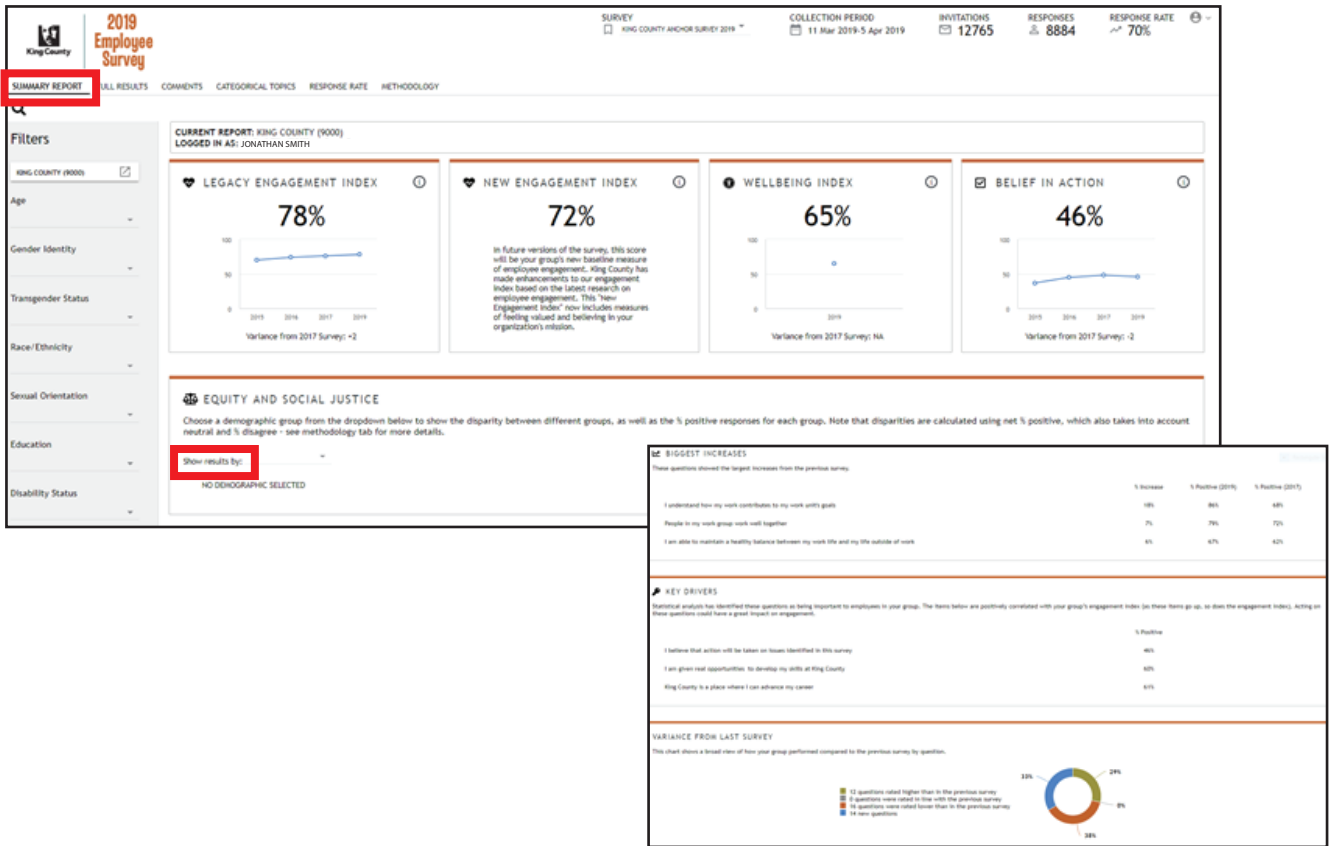
On Gender Identity:
Gender is a person's innermost sense of self as being a woman, man, both, neither, or any combination. This can be the same or different from the sex someone was assigned at birth.

Request to you, the participant:
We ask you to consider answering these optional questions as they help us to dismantle the systems, policies, and practices that perpetuate structural racism, inequities, and different forms of discrimination based on power and privilege. We prioritize our efforts and resources where the needs are greatest, and to ensure that all King County employees can thrive.

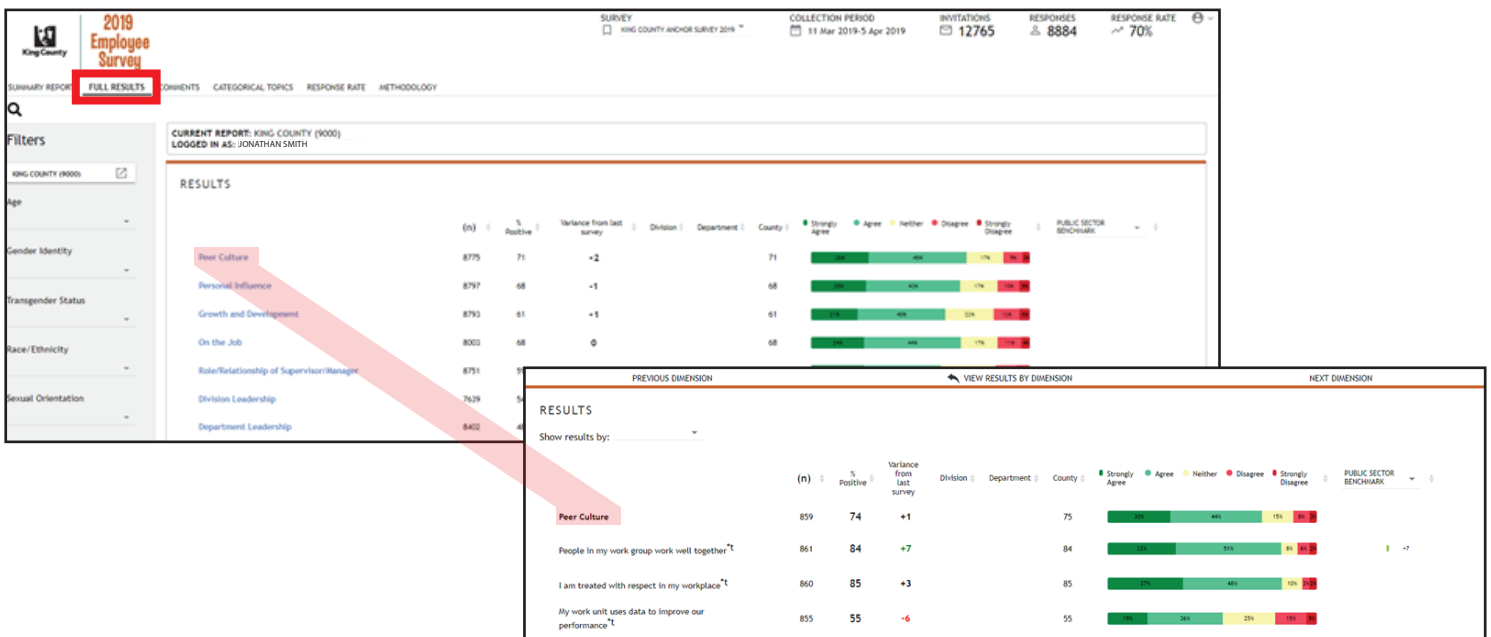
Sources:

- US Census
- Human Rights Campaign
- National Institutes of Health
- TransEquality
- GLAAD
- Race Forward
- King County Office of Equity and Social Justice

- 2 The **SUMMARY REPORT** tab provides overall indexes, themes, and key driver results. The Equity and Social Justice table is sortable by demographic using the “Show results by:” drop down menu



- 3 The **FULL RESULTS** tab allows you to select a question grouping by dimension. Click on a dimension to open the questions within. Use the “Show results by:” dropdown menu to display responses by different demographic groups



- 4 The **COMMENTS** tab allows you to review comments for all open-end questions. Use the search icon to find comments with a key word or phrase

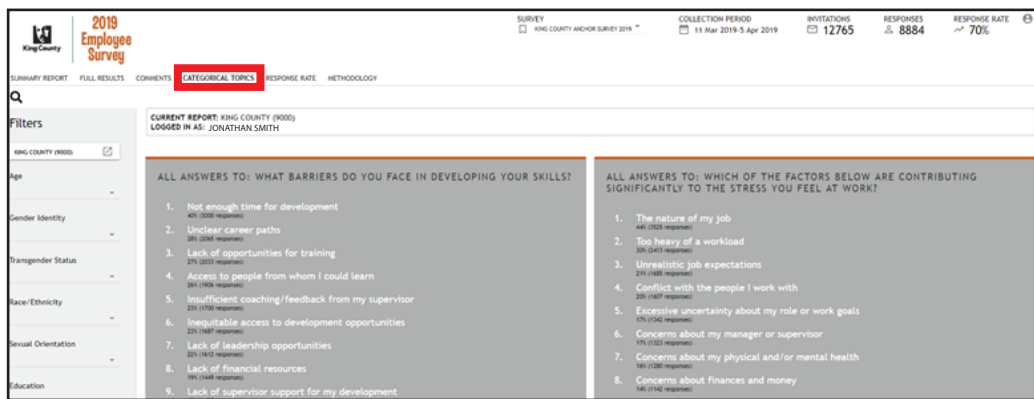
COMMENTS

☐ QUESTION: WHAT ONE THING WOULD YOU CHANGE TO IMPROVE KING COUNTY AS A PLACE TO WORK (BE AS SPECIFIC AS POSSIBLE)?

COMMENTS WILL ONLY BE SHOWN FOR GROUPS WITH 20 OR MORE RESPONSES.

What one thing would you change to improve King Co...

- 5 The **CATEGORICAL TOPICS** display percents and counts for the multiple-answer survey questions



- 6 The **RESPONSE RATE** page displays detailed results for the survey responses. You will also notice the overall survey response rate and counts are displayed across the top banner of the report





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