Viewing Results for Direct Reports Only and for Managers Reporting to You
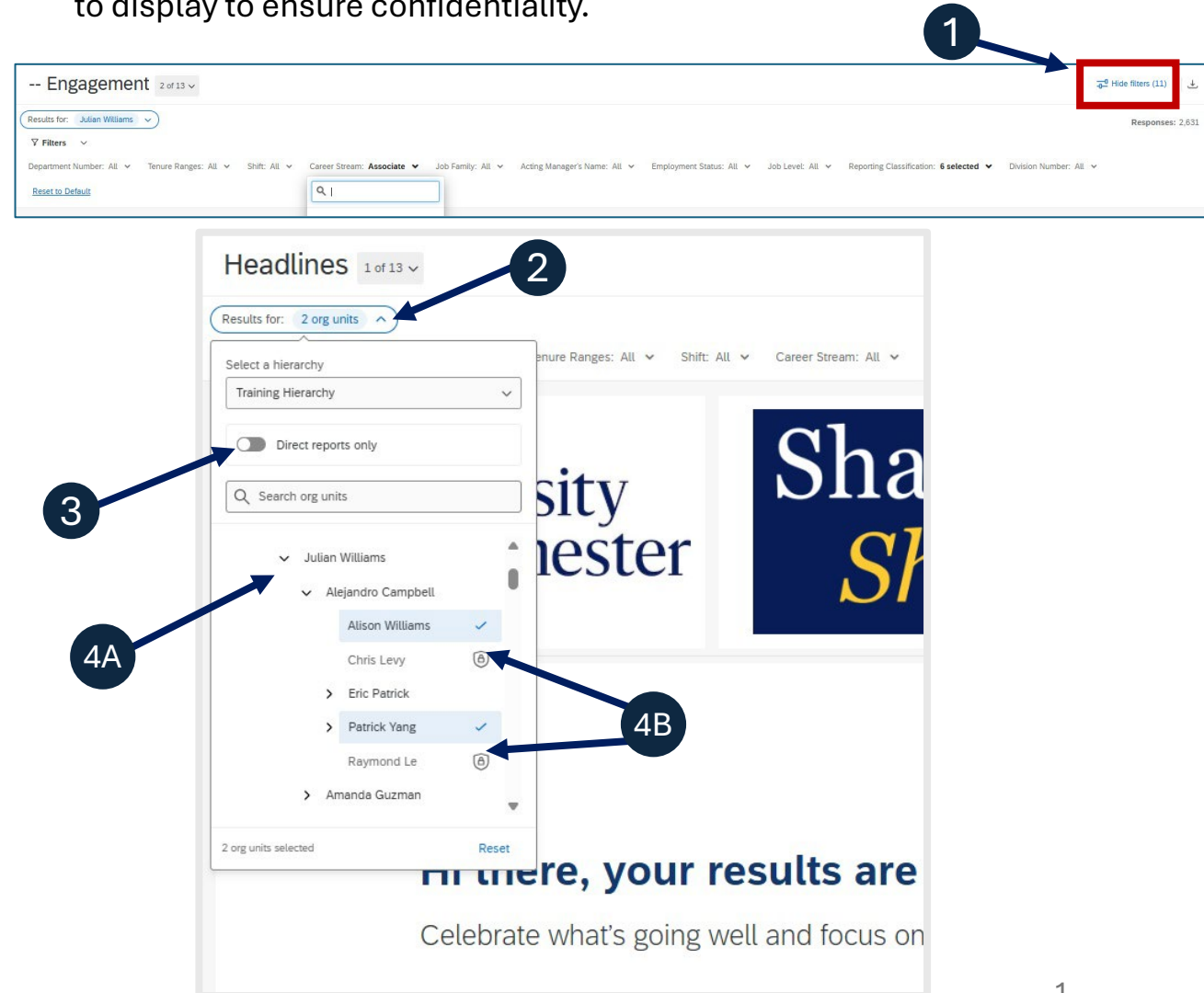
When you log in to the Dashboard, you will see results for all teams that report to you.

To view results for only your direct reports or for one or more managers who report to you:

1. Click **Show Filters** in the upper-right of the page.

2. Open the **Results for**: drop-down menu, located beneath the page title.

3. **To view results for only your direct reports,** choose **Direct reports only.**

4. **To view results for one or more managers who report to you:**

   4A.   Drill down through the **organizational hierarchy** to navigate to specific managers on your team.

   4B.   Once you select the **manager's name**, your dashboard will automatically update to their results.

   - Click on the manager's name again to deselect it and remove the filter.

   - You can select more than one manager at the same time.

Note: Remember to check and uncheck people or reset your selections as you filter!

NOTE: As a reminder, a minimum of five respondents is required for results to display to ensure confidentiality.

Employee Experience Survey