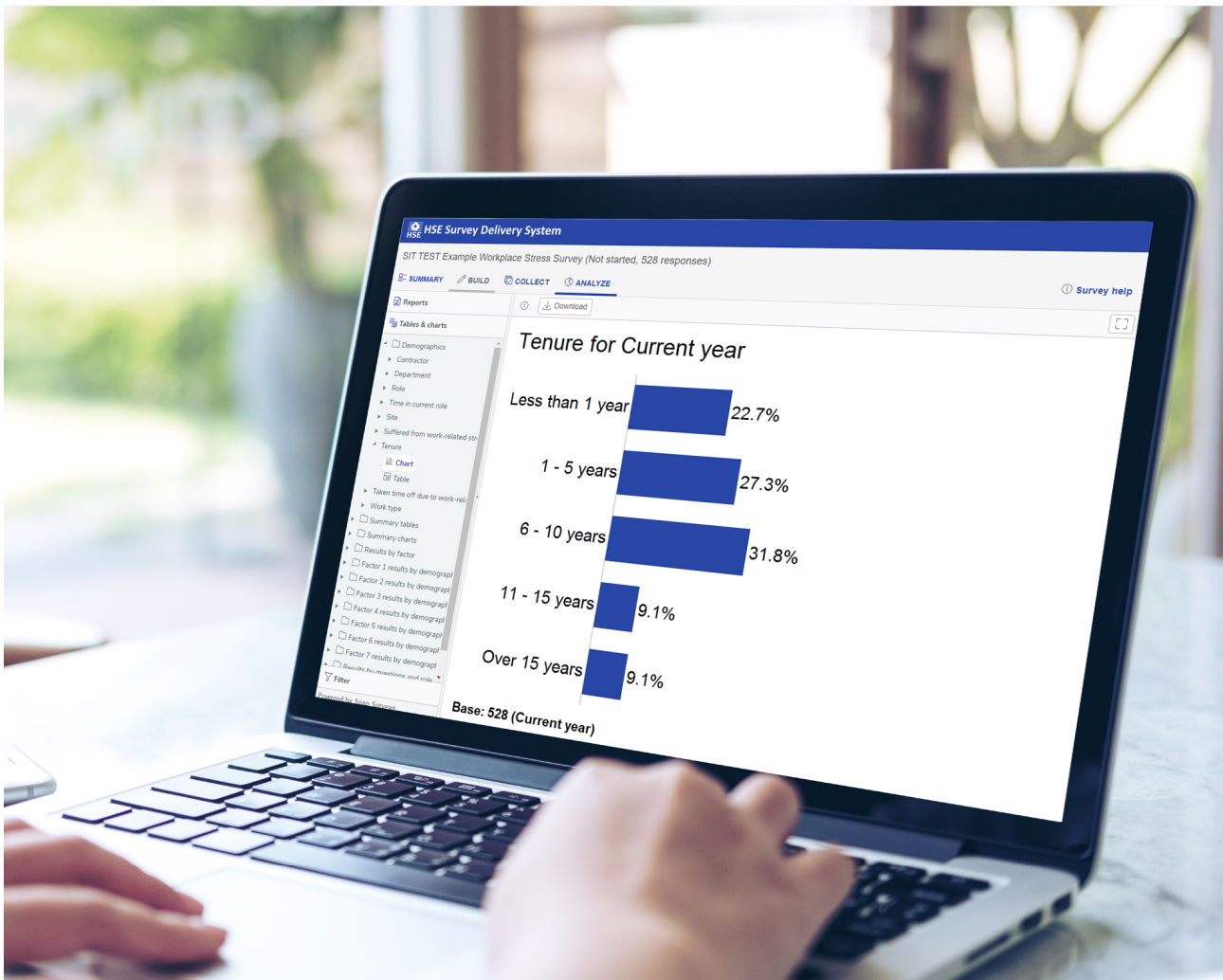


## Stress Indicator Tool (SIT)

### Analysing your results





# ANALYSING YOUR RESULTS

Once all your data is in the software it automatically analyses the data and produces a series of summary reports and a series of automated charts and associated tables (dependant on your chosen demographics and open questions).

All outputs may be downloaded in JPEG format if required, or can be copied and pasted into other computer programs.

In order to access the Analyze area click the survey you wish to view and then click the **[Analyze]** link.

The screenshot shows the HSE Survey Delivery System interface. The main content area displays the survey title 'SIT TEST Example Workplace Stress Survey' and a summary table. The table shows the following data:

Build	Collect	Responses	528	
Analyze	Reports	0	Analyses	128

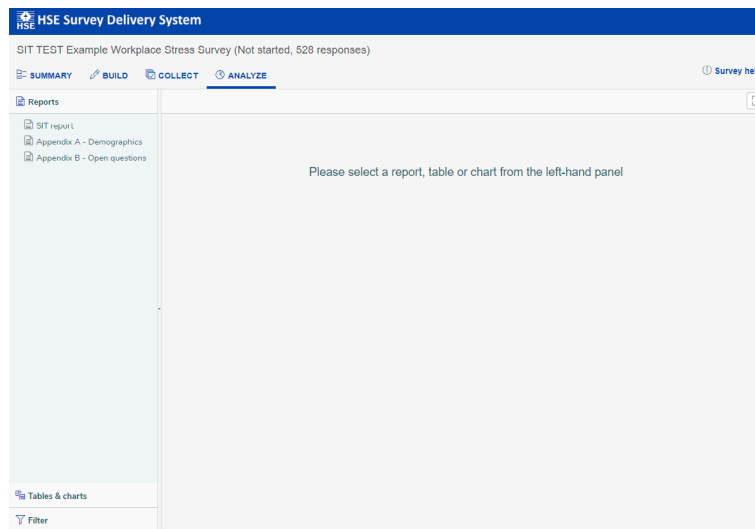
Below the table, there is a section for 'LICENSE CONSTRAINTS' with the text 'Responses remaining Unlimited'. The sidebar on the left contains a list of surveys, including 'SIT TEST Example Workplace Stress Survey'.

## Creating reports in your Stress Indicator Tool (SIT)

The SIT will automatically create a report for your organisations results:

- Summary report – the software analyses your organisations results and creates a summary report which highlights the key findings, findings by factor and some recommendations
- Appendix A – Contains the charts (for your chosen demographics) detailing survey respondents
- Appendix B – Contains the responses to your selected open questions

The specific reports available in your survey are listed in the sidebar when you click the **[Analyze]** tab. Individual charts and tables are available, you can see them by clicking on the **[Tables & Charts]** tab. You can change back to report view by clicking the **[Reports]** tab.

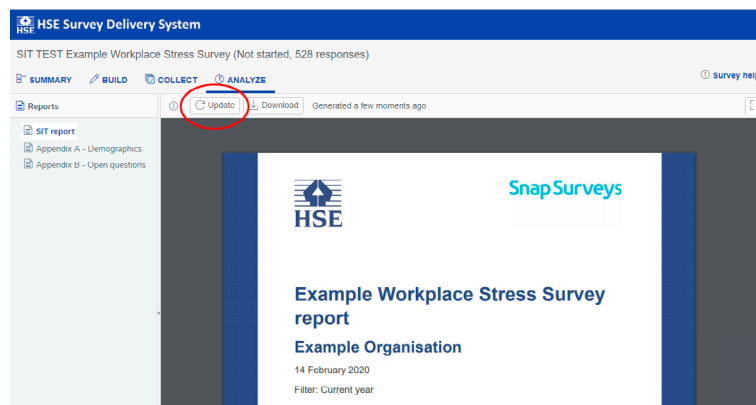


The reports are created as .pdf files. You can save them to your desktop or send them to a printer.

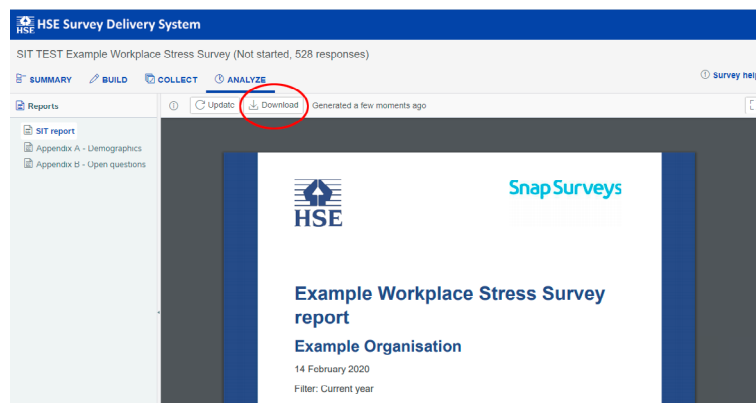
Click the **[Analyze]** tab

Click on the report you would like to look at in the sidebar.

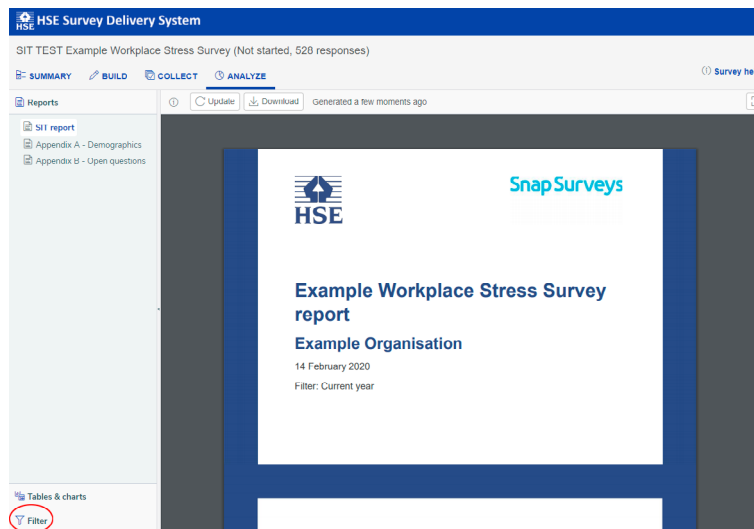
To ensure the most up to date information is being used to generate your report click **[Update]**.



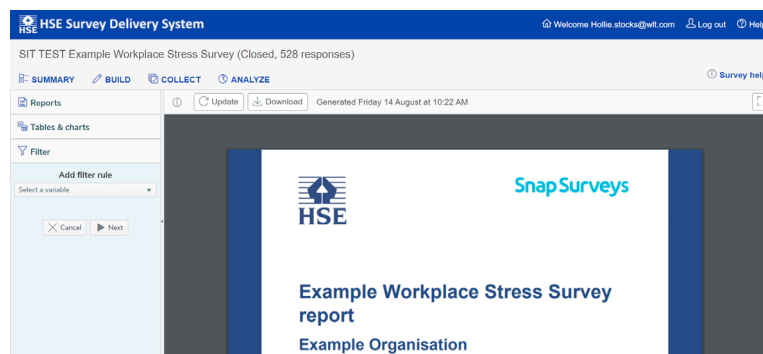
In order to download a report (rather than view it within the browser window), click the **[Download]** button.



If there is a visible **[Filter]** tab, you can use this to filter the data that appears in your report. Click the **[Filter]** tab then click the symbol next to the filter name to display a list of available filters.

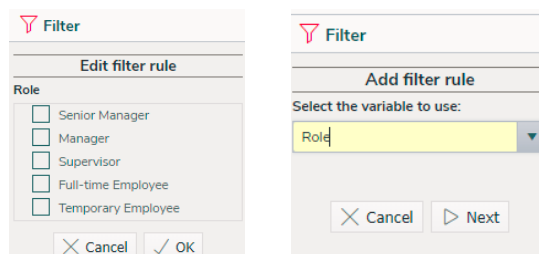


To show cases where respondents have given a specific answer, check the box(es) by the desired answer.



If you check more than one box within a filter, all those answers will be used. (For example, checking Senior Manager and Supervisor will show the responses for both these roles but not for Employee, Hourly Worker or Contractor.)

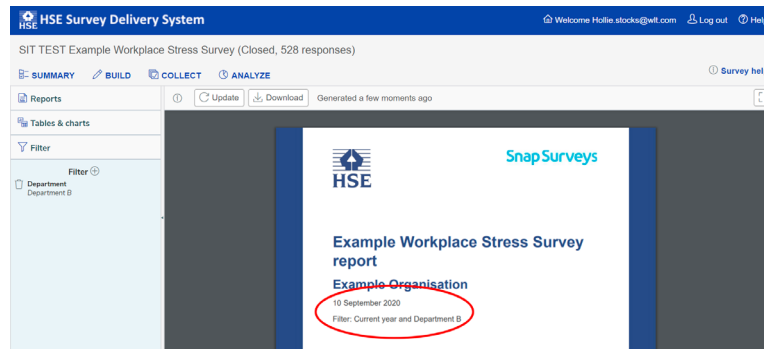
Select the demographic you wish to use first, then click the next button. You will then be able to check which specific items you wish to filter by.




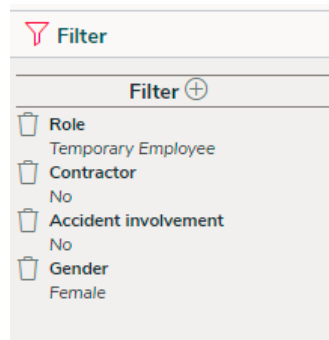
You can apply additional filters (i.e. departments, contractors, tenure etc) by following the process above again for each demographic you wish to use.

**Note:** If you have fewer than 10 responses, for a specific set of filters (i.e. only 5 people from department 1) no results will be displayed.

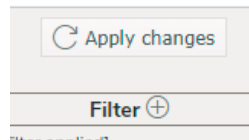
Your report will indicate which filters have been used on your data in its title, an example is shown below.



To remove any filters from your report click the  icon next the filter you wish to remove.



Then click the apply changes button that appears above the filter list.




## Managing your reports


Reports will appear in a pdf viewer within your browser. The exact way to manage them will depend on the pdf viewer that you have installed.

You can normally rotate pdfs (from portrait to landscape etc.) by right-clicking the screen and clicking Rotate from the menu.

You can normally save pdf files to your desktop by clicking the pdf viewer save icon (e.g. )

You can normally print pdf files by clicking the pdf viewer print icon (e.g. )

 If you have had more responses since last creating your report, click [Update] to create the report again with the new data. \*

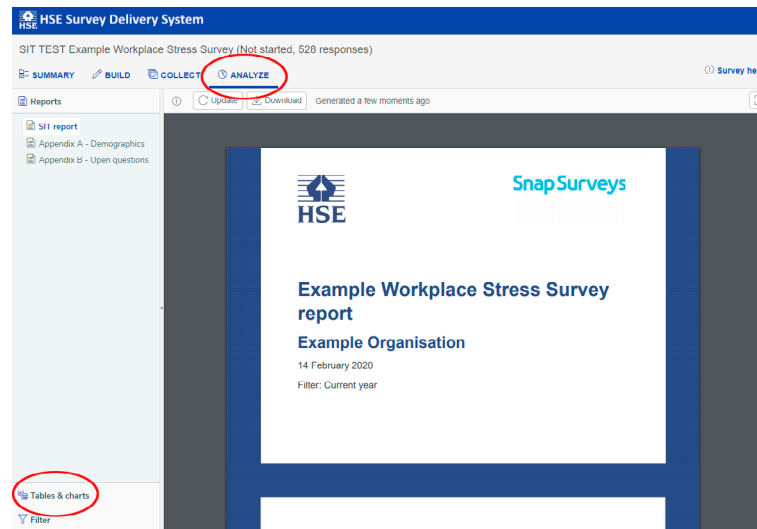
 If you are creating a report for many respondents or other people are creating reports at the same time, it may take a little time to create the report. Click the name of the report again to display the report once it has been created.

## Viewing individual analyses in SIT

The SIT produces a series of charts (which can also be viewed as tables and/or filtered by the demographics selected) that you can use to further investigate the results of your survey after reviewing the summary report. You can view the charts online.

Click the **[Analyze]** tab

Click on the **[Tables & Charts]** tab in the sidebar.

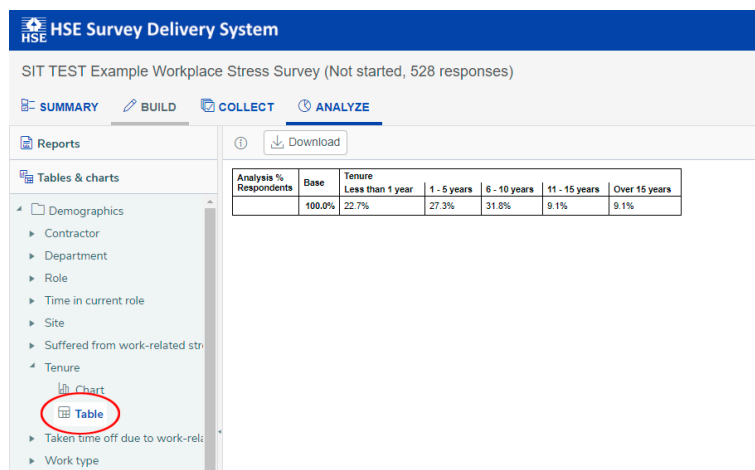


Click the required analysis by clicking on it from the list of options displayed in the sidebar. Use the **[Chart]** button to view the information as a chart or the **[Table]** button to view the information as a table.

Below is an example chart showing the role of respondents created by clicking the **[bar chart]** button from the **Tenure** heading.

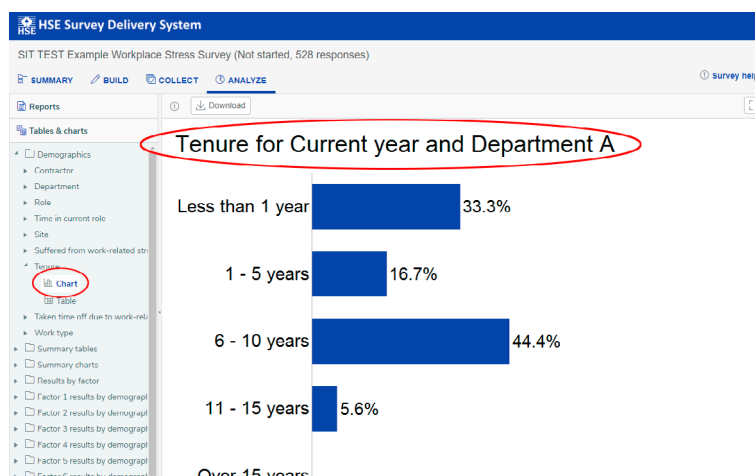


Below is an example chart showing the role of respondents created by clicking the **[table]** button from the **tenure** heading.



Use the **[Filter]** button to limit the data that appears in your table or chart. Click on it to display a list of available filters.

Below is an example of the **tenure** chart filtered to only show department 1. This was done by checking off the desired role filters and clicking the **[Apply Changes]** button after selecting desired filters. The title of your chart will reflect that the data has been filtered and what filters have been used.



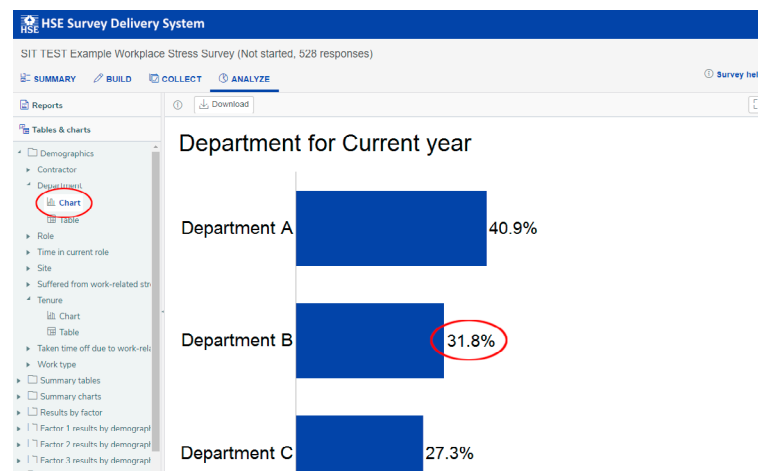
# TYPES OF CHARTS

There are several different types of charts in the SIT all displaying the information collected in slightly different ways.

## Demographics

To access demographic data click the **[Tables & Charts]** tab in the sidebar.

Demographic data is presented in bar charts. Each bar chart summarises the percentage of individuals that responded to the survey for each of the demographic categories. Non-responses are not included.



For the question 'Which department do you work in?' the bar chart above shows that the majority of respondents (31.0%) work in Department 2. As there are fewer than 10 responses from Departments 6 – 15 these results do not show.

## Summary tables

The SIT produces Summary Tables for each of the 7 Factors. These tables provide an overview of responses to each factor, displaying the counts of responses to each of the questions under said Factor.



HSE Survey Delivery System

SIT TEST Example Workplace Stress Survey (Not started, 528 responses)

SUMMARY BUILD COLLECT ANALYZE

Reports

Download

Download

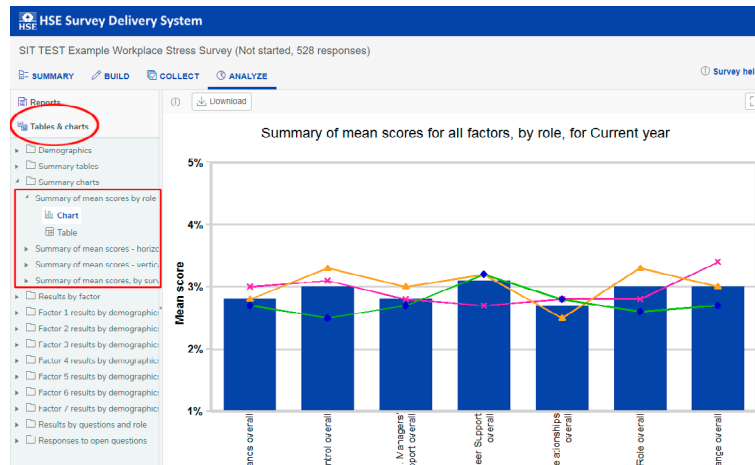
Counts Analyzing % Respondents

	Mean	Never/ Strongly disagree	Seldom/ Disagree	Sometimes/ Neutral	Often/ Agree	Always/ Strongly agree
1. Demands	2.77	5%	35%	30%	20%	10%
Different groups at work demand things from me that are hard to combine	2.77	6%	35%	27%	20%	12%
I have unachievable deadlines	2.95	11%	27%	27%	20%	15%
I have to work very intensively	2.75	6%	34%	27%	20%	13%
I have to neglect some tasks because I have too much to do	2.43	24%	42%	27%	6%	0%
I am unable to take sufficient breaks	3.00	10%	33%	23%	24%	8%
I am pressured to work long hours	2.70	6%	33%	27%	20%	14%
I have to work very fast	2.96	10%	27%	27%	20%	16%
I have unrealistic time pressures	2.59	24%	33%	27%	10%	6%

## Summary charts – 4 charts are available

The SIT produces 4 summary charts of responses using bar charts. To access the summary charts click the **[Tables & Charts]** tab in the sidebar and select your desired chart under the summary charts heading in the sidebar.

**Note:** You will need to use the scroll bars to move up and down through the list of charts.



## Chart 1 – Summary of mean scores by role

This chart allows you to examine the most favoured responses across the seven factors within your organisation alongside the mean scores for each role. The higher the bar is for a factor, the higher the mean score is for that factor.

**Note:** This type of chart does not show the percentage of neutral and unfavourable responses for each factor. Nor is information on non-respondents provided.

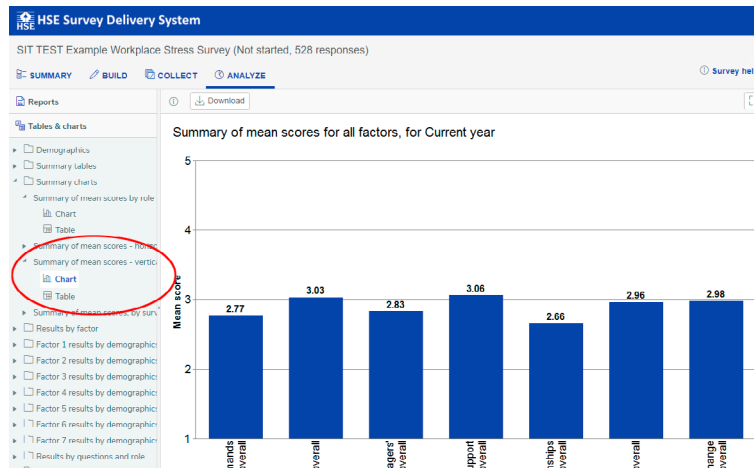
## Chart 2 – Summary of overall responses – horizontal

This chart gives you a horizontal style bar chart summary of mean survey responses to the 7 factors within your organisation. In this example, the highest mean scoring factor is Relationships with a mean score of 2.66.



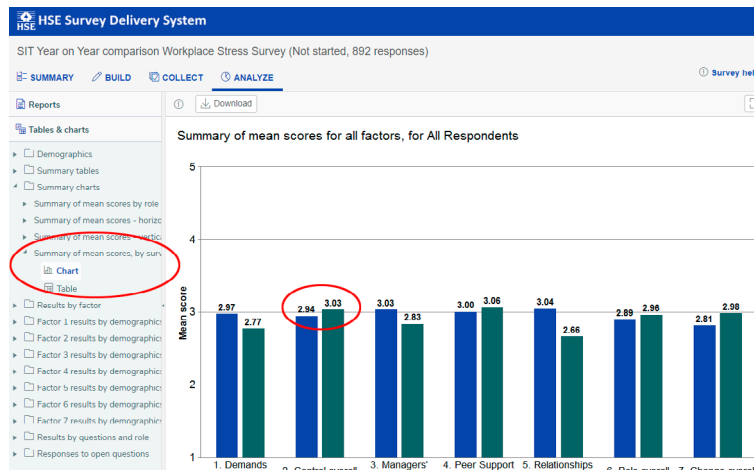
### Chart 3 – Summary of mean scores – vertical

This chart provides you with the same information as in the previous summary chart but in a vertical format.



### Chart 4 – Mean scores by survey period

This chart only works when your survey contains data from multiple years. In this case the chart shows that for Control, this year's mean score has improved in comparison to the score for the previous year.



**Note:** This chart will only appear if you upload a previous year's survey results.

To do this you will need to follow these steps

- Open a previous survey that you have completed.
- Following the instructions in the collect section of this guide, download the responses from a previous years SIT survey.
- Open up the previous years results and you will see a column at the end of your data set saying **[Survey Period]**.

seen	Survey Period

- You will need to enter how many years ago this data was from in years. For example if you ran the survey in 2016 and you are now running it 2 years in 2018 later you would put 2 in each of the cells for all of your responses, see below:

seen	Survey Period
	2
	2
	2
	2
	2

- You will then need to upload this edited data file into your current survey, a reminder on how to do this can be found in the Collect section of this help guide .

seen	Survey Period
	2
	2
	2
	2
	2

- Once the data has uploaded, you will notice your responses on the top bar will have increased.

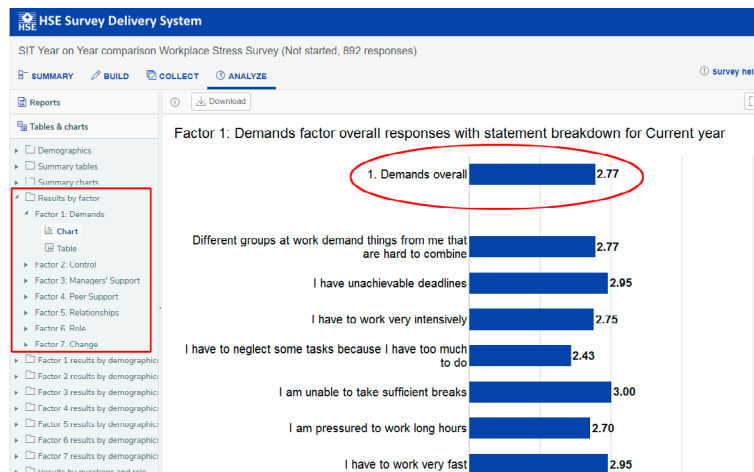
Workplace Stress Survey (Closed, 200 respondents)

- However, as you have coded these all as a different year, the results will NOT be amalgamated into your current year's results.
- **WARNING:** you **must** ensure that you have done the above steps and coded your previous years data accordingly or this will simply merge into your current data, invalidating your results.

## Results by factor

The SIT is able to produce horizontal bar charts to show the responses of the survey for each of the 7 factors overall. To access the results by factor charts click the **[Tables & Charts]** tab in the sidebar.

Each factor under this heading will produce a horizontal bar chart illustrating overall responses for each factor and a breakdown of responses for each of the associated factor statements. An example of this type of chart is shown below.



The top bar of this chart shows the overall mean score for Factor 1 (Demands). The other bars present a breakdown of mean responses for each associated statement.

## Factor results by demographics

The SIT is able to produce horizontal bar charts for each of the 7 factors whilst filtering each factor by your chosen demographic data. To access the Factor results by demographics click the **[Tables & Charts]** tab in the sidebar.

By filtering your responses through demographic data you could for example compare Demand (Factor 1) across age groups within your organisation. The results of this example are shown below.



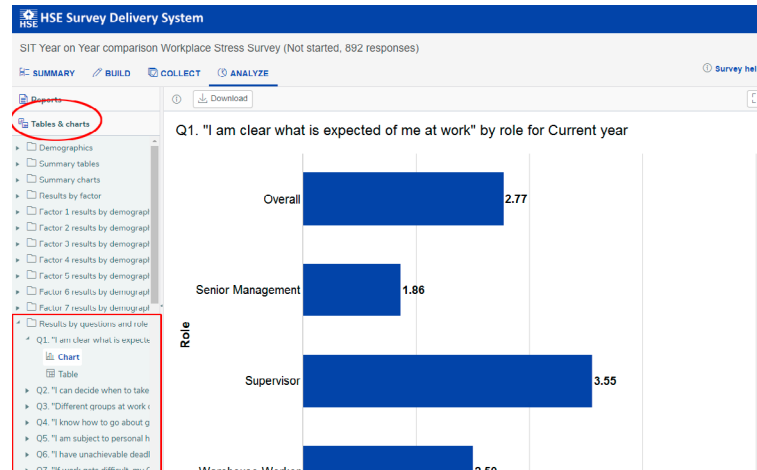
The figure above summarises the mean scores for the Demand factor by the “tenure” demographic. For age group “6-10 years”, for example, the mean score on the Demands factor was 2.54. Note the chart relates only to those people who answered the specific demographic and not to the overall respondents to the entire survey. Results will not be displayed for any demographic when there are less than ten respondents.

## Results by questions and role

The SIT allows you to produce horizontal bar style charts displaying the m for each of the 35 SIT statements broken down by role. To access the Results by question and role click the **[Tables & Charts]** tab in the sidebar.

**Note:** Results will not be displayed for each hierarchy where there are less than ten respondents.

The chart below summarises information on statement number 1 (“I am clear what is expected of me at work”) according to role.

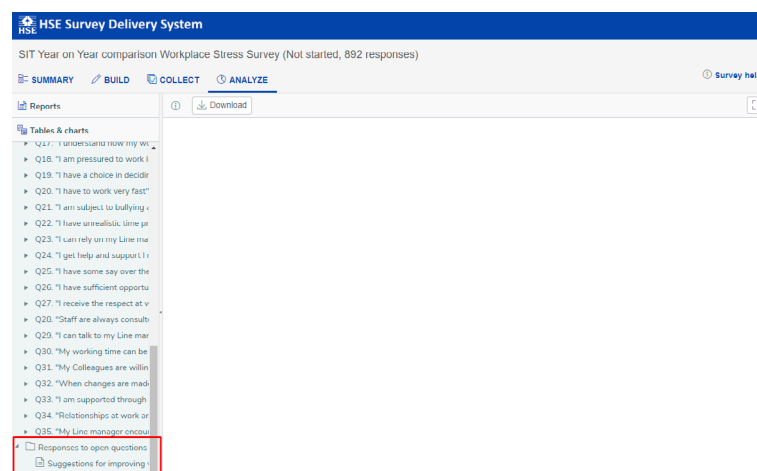


## Responses to open questions

To view open question responses click the **[Tables & Charts]** tab in the sidebar. Only those that responded to the open ended questions will be shown here. Any that left these questions blank will not show a response. The responses to open questions are located under Response to open questions in the sidebar.

**Note:** If you did not include any open response questions this section will not be displayed.

An example of responses to an open ended question is shown below. As you can see each responses is separated by lines to prevent clutter.





[www.tso.co.uk](http://www.tso.co.uk)

<https://books.hse.gov.uk/>