

ANALYZE

Intermediate

20 MIN

• UPDATED 2026-09-30

Auto-summarize employee engagement survey results.

Use Copilot inside Viva Glint to turn a raw engagement survey report into a summary of strengths, opportunities and score changes.

MICROSOFT 365

Viva Glint

WORKS WITH

Copilot

Business Outcome

A readable engagement summary for managers instead of a dense scorecard nobody has time to parse.

Workflow Steps

Step 1: Open the standard Glint report for your team

Viva Glint

Navigate to your team's results dashboard and open the Copilot Highlights panel directly inside it – this reads the existing report in place, so skip any instinct to export the scores to Excel first.

Step 2: Generate the AI summary

Copilot in Viva Glint

Select your actual direct-report team in the report filter before asking for the summary, not the org-wide or department rollup — a summary generated at too high a level averages away the specific strength or dip that would have told you something actionable about your own team.

PROMPT

Summarize this team's engagement results: top 3 strengths, top 3 opportunities, the biggest score changes since last cycle, and how we compare to the department benchmark.

Step 3: Translate strengths and opportunities into one action

Viva Glint

Pick the single opportunity with both the lowest score and the most direct manager influence — trying to act on everything means acting on nothing.

Step 4: Share back with the team

Viva Glint

Engagement summaries land better when the team sees the same data their manager is acting on, not just the resulting action plan.

✓ Check the work

- Confirm the score changes cited match the actual prior-cycle numbers, not a rounded approximation.
- Check that the benchmark group being compared against is the right one for your team.
- Make sure low-response-rate teams aren't having noisy scores presented as confident findings.

Expected Outcome

A written summary of survey strengths, opportunities, score changes and benchmark comparisons for a team or org.



Want help rolling this out across your team? **Go to Liminals.Tech** ■