

AUTOMATE

Advanced

45 MIN

• UPDATED 2026-09-30

# Build a manager action-taking agent from engagement survey results.

Turn a manager's Viva Glint survey results into a specific, prioritized action plan instead of leaving them to interpret the report alone.

MICROSOFT 365

Viva Glint

WORKS WITH

Copilot

## Business Outcome

Faster, more consistent manager follow-through on engagement survey findings across the organization.

## Workflow Steps

### Step 1: Ground the agent in the actual survey results

Viva Glint

Point the agent at the manager's specific team results — scores, verbatim comments, benchmark comparisons — not a generic "how to improve engagement" prompt disconnected from what their team actually said.

## Step 2: Have it identify the priority areas

Copilot

Ask the agent to find the 2-3 areas with the biggest score drop or the widest gap from benchmark, rather than producing generic advice on every survey category at once.

### PROMPT

Based on this team's Glint results, identify the top 2 areas with the largest score decline from last cycle or the widest gap from the department benchmark. For each, summarize what the verbatim comments suggest is driving it, and recommend one concrete action the manager could take this quarter.

## Step 3: Keep recommendations concrete and specific to the team

Copilot

If the first draft comes back with generic advice like "communicate more" or "build trust," ask it to redo that specific recommendation tied to an actual comment theme.

"hold a monthly Q&A on the roadmap, since three comments specifically cited unclear prioritization" is something a manager can put on a calendar; "communicate more" isn't.

## Step 4: Have the manager review before acting

back in Viva Glint

The manager reads the plan, adjusts anything that doesn't match their own read of the team, and owns the final action — the agent drafts the starting point, not the final commitment.

### ✓ Check the work

- Confirm the cited score changes and benchmark gaps match the actual Glint report numbers.
- Check that quoted or paraphrased comments genuinely reflect what respondents said, not an inference dressed up as a quote.
- Have the manager sanity-check the plan against their own on-the-ground read of the team before committing to it.



## Expected Outcome

A written action plan tied to specific survey findings, with suggested next steps a manager can act on directly.

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