

Controlled Comparison Data Collection Instructions



Before starting, ensure you have at least 600 employees in total for this analysis: 300 in the development group and 300 in the comparison group. Keep your two groups roughly the same size to guarantee a fair and reliable comparison. LDImpact's statistical math running behind the scenes requires these larger, equal-sized groups to deliver accurate results.

First, prepare the LMS Data – Controlled Comparison.csv for analysis.

1. Go to your LMS administrator and ask them to export a completion report, in spreadsheet format, for the development program you want to analyze.
2. You only need 2 pieces of data from this report: first name and last name
3. Open the exported spreadsheet the LMS administrator gave to you.
4. Open the LMS Data – Controlled Comparison.csv template. Notice the 3 columns with these header names:

First Name	Last Name	Took Development Program
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5. Copy the first and last names from the LMS administrator's spreadsheet and paste them into the LMS Data – Controlled Comparison.csv template under the *First Name* and *Last Name* headers, respectively (do not delete or overwrite the headers in any column).
6. In the *Took Development Program* column, type the word "Yes" and fill it down so it appears next to every person. You now should have something that looks like this in the LMS Data – Controlled Comparison.csv:

First Name	Last Name	Took Development Program
Sarah	Sanchez	Yes
Elizabeth	White	Yes

(and so on... ↓)

7. Hooray! Your LMS Data – Controlled Comparison.csv is complete. You can now use it for the LDImpact analysis.

Controlled Comparison Data Collection Instructions

Next, prepare the **KPI Data - Controlled Comparison.csv** file for analysis.

1. Open the completed LMS Data – Controlled Comparison.csv file.
2. Open the Open the KPI Data – Controlled Comparison.csv template.
3. In the KPI Data – Controlled Comparison.csv template, notice the 4 columns with these header names:

First Name	Last Name	KPI Value Before Development Program	KPI Value After Development Program
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4. Go to the completed LMS Data – Controlled Comparison.csv file and copy the data from the *First Name* and *Last Name* columns and paste it into the *First Name* and *Last Name* columns in the KPI Data – Controlled Comparison.csv template. You should now have something that looks like this in the KPI Data – Controlled Comparison.csv spreadsheet:

First Name	Last Name	KPI Value Before Development Program	KPI Value After Development Program
Sarah	Sanchez		
Elizabeth	White		
(and so on... ↓)			

5. **Okay, here's the most crucial step.** You must gather a list of employees to whom the developed group will be compared. This is called the *comparison group*, and it's required for the Controlled Comparison to work correctly in LDImpact. Typically, the easiest and most reliable way to get this data is to ask the developed group's business unit/department leader for a list of employees who did not get the development program but are somewhat similar, in terms of their functions, to the developed group. **You only need the *First Name* and *Last Name* of the comparison group employees.**

IMPORTANT! The comparison group should be of similar size to the development program group. So, if the development program group has 300 people, then the comparison group should be about 300 people, too.

6. Once you have the comparison group list, copy-and-paste their names into the *First Name* and *Last Name* columns, respectively, in the KPI Data – Controlled Comparison.csv underneath the developed group's names.
7. You should now have all the developed and comparison employees' *First Name* and *Last Name* columns filled in. Give yourself a pat on the back—you rock!
8. Save the partially completed KPI Data – Controlled Comparison.csv file and give it to the person in your organization who can fill in the *KPI Value Before Development Program* and *KPI Value After Development Program* columns for each employee listed. **This person needs to fill in the KPI values for the comparison group, too, even though they didn't receive the development program.**

IMPORTANT! It typically takes a minimum of 90 days after an employee development program ends for performance changes to show up in their KPIs. So, waiting before filling in the *KPI Value After Development Program* column is wise.

9. Kudos! Your KPI Data – Controlled Comparison.csv file is complete. You can now use it for the LDImpact analysis.

Controlled Comparison Data Collection Instructions



Finally, prepare the HRIS Data - Controlled Comparison.csv file for analysis.

1. Ask your HRIS/HCM administrator to generate export an Employee Hire Date report for every employee in your organization. The exported report needs to be in spreadsheet format and includes 3 columns of data: employee first name, employee last name, and employee hire date.
2. Open the spreadsheet from your HRIS/HCM administrator.
3. Open the completed HRIS Data - Controlled Comparison.csv template.
4. Notice the 3 columns with these header names:

First Name	Last Name	Hire Date
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5. Copy the first names, last names, and hire dates from the HRIS/HCM administrator's spreadsheet and paste them into the HRIS Data - Controlled Comparison.csv template under the *Frist Name*, *Last Name*, and *Hire Date* headers, respectively (do not delete or overwrite the headers in any column).
6. You should now have something that looks like in the HRIS Data - Controlled Comparison.csv:

First Name	Last Name	Hire Date
Sharon	Taylor	6/16/2008
Juan	Gutierrez	1/15/2017

(and so on... ↓)

7. Make sure the *Hire Date* values are in MM/DD/YYYY format.
8. Bravo! Your HRIS Data - Controlled Comparison.csv file is complete. You can now use it for the LDImpact analysis.