Staff Survey Check List

SURVEY ACCESS

❑ PAPER: Download and print the PDFs from your site/group email. Be sure that you are using the corresponding email for the program, site, group.

OR

❑ ONLINE: Forward appropriate links to each staff member at each site and/or group. Be sure that you are using the corresponding URL from the email for the program, site, group.

ROOM SET-UP

❑ Provide staff with a quiet confidential space to fill out the surveys so they can be as honest as possible in their responses.

❑ *For online launch,* ensure staff have access to technology during the scheduled time.

❑ Provide staff with enough time to fill out the survey (20 minutes).

COMMUNICATION

❑ If you have decided to use incentives, explain how and when staff will receive these incentives.

❑ Read the Staff Development Administration Script to staff or send this to them in written form to ensure that staff understand why this survey is important and how data will be used.

ALGORHYTHM