

# So, You're Designing a Survey: Tips, Templates, and Best Practices for Survey Design

Pages: 17

Format: pdf, epub

Language: English

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## SO, You™re Designing a Survey€

*Tips, Templates, and Best Practices for Survey Design*

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**Getting Started**

**Creating Questions Checklist**

**Formatting Your Survey**

**Scale Anchor List**

**Template/Example Survey**

**Population Required**

**References**

**Getting Started**

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### **1. Purpose**

What are you hoping to answer or solve with your survey? Remove any question that does not directly relate back to this purpose. You want to have as few questions as possible to get your information and make it quick and painless for your participants.

### **2. Results**

When employees take surveys they have expectations that you will do something with the information that they provide. Don't ask the question if you aren't going to act on the results. If you use the phrase "this would be interesting to know" but have no intention of using the information, then you may wish to remove it. Also, avoid questions that are beyond the scope of your response and/or resources.

### **3. Analysis**

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Use this short guide as a quick reference to key tips and best practices when designing a survey. Following this guide will increase the quality of your survey, enhance user experience, and improve the accuracy of your analyses.

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Interact Quiz Maker: Create Your Own Quiz For Free - You can also watch the video

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