

Guide to Paper Surveying

Distributing the Survey

Employers are responsible for distributing and collecting the surveys. The following guidelines will help you achieve a high response rate and ensure that you collect accurate information.

Plan for the Survey Process

Will you host group meetings for completing surveys or distribute surveys individually?

Do you need surveys printed in foreign languages?

Develop a tracking system for late surveys. *Use only the preprinted survey numbers.*

Ask the CEO for a memo that requests employee participation in the survey.

Ask department supervisors for help with distribution, collection and reminders.

Inform employees when the survey will be conducted.

Instruct employees to record their commute information for the week before the survey.

Be available to answer questions.

Distribute Surveys and/or Host Group Sessions

Provide brief, clear instructions for completing the survey.

Tell employees where and when to return their surveys.

Provide No. 2 pencils if they are not readily available.

Follow-up

If the response rate is below 70% after one week, use your tracking system to follow-up as you deem appropriate:

Send reminder notes

Send additional surveys

Contact employees individually

Handling the Surveys

Completed surveys are scanned by machines. This process is fast and cost effective, but the forms are somewhat fragile and require special care.

Don't fold the forms or use labels, staples, clips, tape or rubber bands

Do not use photocopies of the form; they cannot be read by the scanner

Use only No. 2 pencils

Fill in the bubbles completely, and stay within the bubbles

Do not leave stray marks

If erasing answers, erase them completely

Avoid exposing the surveys to water or dirt

Processing the Survey

Collect all completed employee surveys. Keep surveys from each worksite separate.

Review employee surveys:

- Pencil over ink-filled bubbles with a No.2 pencil

- Remove all staples, Post-it notes, paperclips, etc.

- Remove all unused (blank) survey forms

- Transfer information from damaged surveys to clean forms.

- Transfer information from foreign language copies to standard forms.

Stack employee surveys and orient them consistently.

Complete the employer section of the Employer Identification form, and place it on top of the completed surveys. Employers with more than one worksite must complete a separate identification form for each worksite surveyed.

Package the surveys so that they will remain undamaged and separate from other worksites' surveys. Do not divide a single worksite's surveys into more than one package.

Confirm that **all** surveys from any single worksite are packaged together. Once surveys have been sent out for processing, no late or loose surveys will be accepted.

Send, ship or deliver the packaged surveys to WCOG before the deadline date.