



Block 1

Congratulations! You have successfully completed Survey Basics. To better improve our service and support, we invite you to take a short survey. We look forward to receiving your feedback and applying it to future processes. Thanks so much.

OMB Control Number: It will be provided after the survey is approved

Expiration Date: It will be provided

Burden Estimate: 10 minutes

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to:

FSISLSSurveys@state.gov.

Block 3

Background Knowledge

Prior to the Survey Basics training led by EMU, how often did you use CES (Qualtrics)?

- ☐ Never
- ☐ A little
- ☐ Moderately
- ☐ Frequently
- ☐ All the time (Power user)

Prior to Survey Basics training, have you had training in survey best practices?

- ☐ Yes
- ☐ No

Please tell us more.

Default Question Block

Confidence

After watching Survey Basics video, I was confident in my ability to utilize survey best practices regarding the following areas.

	Extremely confident	Very confident	Moderately confident	Somewhat confident	Not at all confident	N/A
Deciding if we need a survey	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Determining purpose of survey	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Planning for data needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Articulating data needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creating survey questions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organizing our survey	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Developing measurement scales	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Block 5

Learning

Please select the most correct choice.

EMU recommends survey questions include a ____ point scale, often called a Likert scale.

- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 12

Block 5

Correct

The correct answer is 5. While there is much advice around the number of Likert responses to use, EMU recommends using five (5) (Extremely, Very, Moderately, Somewhat, Not at all). This consistency among surveys across SLS allows for easier data comparison with similarly written questions such as the EOTQ, ALIS, ALIS-Supervisor, ALIS-Regional, etc.). Imagine how useful it might be to compare your own results with larger SLS-wide surveys when using your data for continuous improvement.

Block 14

Almost there...

The correct answer is 5. While there is much advice around the number of Likert responses to use, EMU recommends using five (5) (Extremely, Very, Moderately, Somewhat, Not at all). This consistency among surveys across SLS allows for easier data comparison with similarly written questions such as the EOTQ, ALIS, ALIS-Supervisor, ALIS-Regional, etc.). Imagine how useful it might be to compare your own results with larger SLS-wide surveys when using your data for continuous improvement.

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Block 6

Select the most appropriate rationales for selecting a survey as your data collection method.

(Please select all that apply)

- ☐ You need quick answers.
- ☐ You don't have much time.
- ☐ You have low or no budget.
- ☐ You need in depth feedback.
- ☐ You only need a few, specific responses.

Correct

While surveys are easy to distribute, fast to create, and have low financial impact they don't address all data gathering needs well. For example, if you need in depth feedback from only a few people a focus group or interview might better fit for your needs. You can always contact EMU (SLSEvaluation@state.edu) if you have questions about what data collection method might work best for you.

Next time!

While surveys are easy to distribute, fast to create, and have low financial impact they don't address all data gathering needs well. For example, if you need in depth feedback from only a few people a focus group or interview might better fit for your needs. You can always contact EMU (SLSEvaluation@state.edu) if you have questions about what data collection method might work best for you.

Block 17

Please select the most correct answer.

What is the maximum number of constructs (ideas) you should measure per question?

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

Block 13

Got it!

The correct answer is 1. When using more than one construct per question it may confuse the reader and the accuracy of your results may vary. The clearer and more specific you are about asking what you want to know, the more accurate the data will be.

Block 12

You'll get it next time!

The correct answer is 1. When using more than one construct per question it may confuse the reader and the accuracy of your results may vary. The clearer and more specific you are about asking what you want to know, the more accurate the data will be.

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Block 7

Please select True or False. If False, please provide the corrected answer.

According to EMU, I should take all the questions from my survey and randomly sort them.

- ☐ True
- ☐ False

Block 11

Correct!

This is False.

EMU recommends grouping similarly themed questions together in blocks with clearly readable headings and instructions. This change will help your readers more clearly read, understand, and answer the questions you wrote. As a bonus it also may make the survey feel shorter and easier to take.

Block 16

Not Quite!

This is False.

EMU recommends grouping similarly themed questions together in blocks with clearly readable headings and instructions. This change will help your readers more clearly read, understand, and answer the questions you wrote. As a bonus it also may make the survey feel shorter and easier to take.

Block 9

Please re-write the survey question according to best practices.

Regarding your experience in Survey Basics, how excited, annoyed, or relaxed are you about future trainings from EMU?

Super Annoyed

Moderately relaxed

Super excited



How did you do?

While there are many correct ways to rewrite this question, several best practices should be observed.

The current question is attempting to measure too many things e.g., excitement, annoyance, or relaxation.

You should also include a five (5) point Likert scale and narrow down to one construct (idea) and measure by that construct e.g., excitement.

A more correct version could look like the below example:

Regarding your experience in Survey Basics, how excited are you about the next survey training?

Extremely excited

Very excited

Moderately excited

Somewhat excited

Not at all excited

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