Evolving through Involving...

Survey Top Tips

There are various survey tools available e.g. MS Forms, Lime Survey. These platforms will create online surveys for you and then you are able to send a link or display a QR code for people to take part.

Some top tips for designing a survey or questionnaire:

- Set an outcome for your survey – what is it you want to find out?
- Keep the survey short and focussed
- Keep the questions simple
- Keep any rating scales consistent
- Don't ask more than one thing in each question
- Keep questions neutral
- Make paper copies available so everyone can take part
- Be aware of information governance rules – don't collect identifiable information and only ask information that you really need

There are lots of resources online that can be helpful for survey development. You can also contact the Public Involvement Team for advice.