For the **Canadian General Social Survey on Giving, Volunteering, and Participating, 2018 (cycle 33)**, conducted by Statistics Canada find any and all available documentation for the data gathered and identify and describe the survey features indicated below.

1. Sample type
2. Sample size
3. Target population
4. Sampling frame
5. Survey mode(s)
6. Timeline
7. Response rate
8. Weights
9. Data processing
10. Cleaning, imputation, etc
11. Sources of error
12. Limitations, known biases, etc
13. Link to documentation and any additional sources used

<https://www23.statcan.gc.ca/imdb/p2SV.pl?Function=getSurvey&Id=796234#a1>

<https://www23.statcan.gc.ca/imdb/p3Instr.pl?Function=assembleInstr&a=1&&lang=en&Item_Id=1183690>

<https://www23.statcan.gc.ca/imdb/p2SV.pl?Function=getSurvey&Id=425224>

<https://volunteer.ca/data-on-giving-volunteering-and-participating-in-canada/>

<https://www150.statcan.gc.ca/n1/en/catalogue/45250011>

<https://www150.statcan.gc.ca/n1/pub/45-25-0001/cat5/c33_2018.zip>

1. Sample type: Residents of provinces, age 15+ who are not residents of institutions.

Random & stratified

Two-stage stratified.

1. Sample size: A field sample of approximatively 50,000 units was used. Among them, about 40,000 invitation letters to the electronic questionnaire were sent to selected households across Canada. A completion of 24,000 questionnaires was expected.

The target sample size (i.e., the number of respondents excluding ‘rejected’ respondents) for the 2018 GSS GVP was 20,000,

while the actual number of respondents (again excluding ‘rejected’ respondents) was 16,149. For each province, minimum

sample sizes were determined that would ensure certain estimates would have acceptable sampling variability at the

stratum level. Once these stratum sample size targets had been met, the remaining sample was allocated to the strata in

a way that balanced the need for precision of both national-level and stratum-level estimates.

1. Target populations: The target population for the GSS Giving, volunteering and participating includes all persons 15 years of age and older living in the ten provinces of Canada. It excludes full-time (residing for more than six months) residents of institutions.
2. Sampling frame: Two-Stage sampling and stratification.
   1. This survey uses a frame that combines landline and cellular telephone numbers from the Census and various administrative sources with Statistics Canada's dwelling frame
   2. The sample is based on a stratified design employing probability sampling. The stratification is done at the province/census metropolitan area (CMA) level. Information is collected from one randomly selected household member aged 15 or older, and proxy responses are not permitted.

The sampling units are the groups of telephone numbers. The final stage units are individuals within the identified households. Note that GSS only selects one eligible person per household to be interviewed.

Due to the potential difficulties in reaching volunteers as a result of their prevalence in the population, an approach called 'rejective sampling' was chosen as part of the sample design. After a respondent is classified as a volunteer or not, sub-sampling is carried out for selected respondents who are not volunteers. All respondents who are volunteers do a long interview. Those who are NOT volunteers are randomly divided into two groups. One group does a long interview, while the other group does a short interview.

Stratification: Group population into strata, many of which are also census metropolitan areas (27 strata total). Selected specific households in each area. Then, select one respondent per household.

(Talk about how they identified sampling units: groups of phone numbers, then one person for each household).

Sampling frame would only include someone with a documented phone number.

Survey mode(s): Questionnaire. 2018 featured an internet option for the first time. Invitations to electronic survey were sent in the mail.  Data are collected directly from survey respondents either through an electronic questionnaire or CATI (computer assisted telephone interviewing). No proxy reporting is allowed. The respondents has the choice between French and English. The average time to complete the survey is estimated at 44 minutes.

* Timeline. Effective period of main survey: September 04, 2018 to December 28, 2018. 2018-09-04 to 2018-12-28
* Effective period of pilot: February 19, 2018 to March 30, 2018

1. Response rate: The overall response rate is 41.9%.
2. Weights

Finally, the weights were adjusted so that the weighted income distribution of GVP matched the 2017 CIS distribution by province  
  
The 2018 GSS is a survey of individuals and the analytic files contain questionnaire responses and associated information from the respondents.  
  
A weighting factor is available on the microdata file:  
  
WGHT\_PER: This is the basic weighting factor for analysis at the person level, i.e. to calculate estimates of the number of persons (non-institutionalized and aged 15 or over) having one or several given characteristics.  
  
In addition to the estimation weights, bootstrap weights have been created for the purpose of design-based variance estimation.  
  
Estimates based on the survey data are also adjusted (by weighting) so that they are representative of the target population with regard to certain characteristics (each month we have independent estimates for various age-sex groups by province). To the extent that the characteristics are correlated with those independent estimates, this adjustment can improve the precision of estimates.

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AI-generated content may be incorrect.**

**See pages 18-19 of microdocument.**

**Draw a flow chart. Write one sentence on each step of weight. (nine step).**

1. Data processing

The CATI system principally edited the flow of the questionnaire and identified out of range values. As a result, such problems were immediately resolved with the respondent. If the interviewer was unable to correctly resolve the detected errors, the interviewer bypassed the edit and forwarded the data to head office for resolution. All interviewer comments were reviewed and taken into account by head office editing.

While rigorous quality assurance mechanisms are applied across all steps of the statistical process, validation and scrutiny of the data by statisticians are the ultimate quality checks prior to dissemination. Many validation measures were implemented. They include:  
  
a. Analysis of changes over time;  
b. Verification of estimates through cross-tabulations;  
c. Confrontation with other similar sources of data.

Error detection (look for more info on this).

Processing used the SSPE set of generalized processing steps and utilities to allow subject matter and survey support staff to specify and run the processing of the survey in a timely fashion with high quality outputs.  
  
It used a structured environment to monitor the processing of data ensuring best practices and harmonized business processes were followed.  
  
Edits were performed automatically and manually at various stages of processing at macro and micro levels. They included family, consistency and flow edits. Family relationships were checked to ensure the integrity of matrix data. A series of checks were done to ensure the consistency of survey data. An example was to check the respondent age against the respondent birth date. Flow edits were used to ensure respondents followed the correct path and fix off-path situations. Error detection was done through edits programmed into the CATI system.  
  
The CATI data capture program allowed a valid range of codes for each question and built-in edits, and automatically follows the flow of the questionnaire.  
  
All survey records were subjected to computer edits throughout the course of the interview. The CATI system principally edited the flow of the questionnaire and identified out of range values. As a result, such problems were immediately resolved with the respondent. If the interviewer was unable to correctly resolve the detected errors, the interviewer bypassed the edit and forwarded the data to head office for resolution. All interviewer comments were reviewed and taken into account by head office editing.  
  
Head office performed the same checks as the CATI system as well as the more detailed edits discussed previously.

1. Cleaning, imputation, etc. Imputation from donor records where donors were selected based on a scoring function. (Similar characteristics led to higher donor – recipient matching scores). If scoring could not be used for imputation, mean was used. Donors were selected through a nine-step process involving specific criteria.

Imputation was carried out in nine steps. The first step consisted of imputing personal income and family income. The next three steps involved imputing the formal volunteering variables in the master file. Steps five and six were imputing the informal volunteering variables in the master file. Finally, the last three steps involved imputing variables in the donation file and the solicitation methods in the master file.

Income information was obtained by linking to the tax data of respondents who had not objected to the linkage. Personal income data were obtained from the 2017 T1FF for 81.9% of respondents. Missing information for other respondents was imputed. As in the 2017 GSS, family income (obtained through direct linkage with a variable from the T1FF that corresponds with census family income) was used for the 2018 GSS instead of household income. Overall, a value for family income was obtained for 81.7% of households. Missing information for the other respondents was imputed.

A table with numbers and a number of records

AI-generated content may be incorrect.

1. Sources of error

Errors which are not related to sampling may occur at almost every phase of a survey operation. Interviewers may

misunderstand instructions, respondents may make errors in answering questions, the answers may be incorrectly

entered into the EQ system, and errors may be introduced in the processing and tabulation of the data. These are all

examples of non-sampling errors.

Over a large number of observations, randomly occurring errors will have little effect on estimates derived from the

survey. However, errors occurring systematically will contribute to biases in the survey estimates. Considerable time and

effort was made to reduce non-sampling errors in the survey. Quality assurance measures were used at each step of the

data collection and processing cycle to monitor the quality of the data. These measures included the use of highly skilled

interviewers, extensive training of interviewers with respect to the survey procedures and questionnaire, observation of

interviewers to detect problems of questionnaire design or misunderstanding of instructions, as well as the use of on and

off-screen help text, including examples where relevant, and coding and edit quality checks to verify the processing logic.

Sampling error.

**Imperfect coverage and non-response**.

The bootstrap method was used to estimate the sampling variability for all of the estimates produced based on the data from 2018 GSS. Estimates with high sampling variability are indicated in this publication and all of the highlighted differences between subgroups of the population are significant at the 95% level.

1. Limitations, known biases, etc

Households without telephones were therefore excluded from the survey population. Survey estimates were adjusted (weighted) to represent all persons in the target population, including those not covered by the survey frame.

For the 2018 GSS significant effort was made to minimize bias by using a well-tested questionnaire, a proven methodology, specialized interviewers and strict quality control.

1. Link to documentation and any additional sources used

**Part A - Survey Design:**

Select one of the scenarios below and design a survey to meet the need(s) outlined in the prompt.

1. In two to three sentences, describe the purpose of your survey
2. Describe your target population, sampling frame, sampling units, and overall sampling strategy.
3. Write a 5-10 question survey to address your chosen scenario below.

**Scenarios**

1. You work in the Human Resources Department at a large tech company. Over the past few months, the company has been experiencing a high turnover rate across many of its departments, specifically within the entry- and lower-level positions. The company wishes to understand why this turnover is happening, and what changes need to occur to improve employee satisfaction.

US-based biotech company. (My background).

This survey is designed to assess the employees’ satisfaction with their work at the company and identify ways in which the company can better support employees. The survey will ask demographic questions and questions about common sources of employee satisfaction. All questions are optional and all data will remain confidential. Raw data will only be viewed by HR.

Target population: Entire company.

Sampling Frame: A specific percentage of the company. Will try to collect as large a sample size as the HR team can manage. Will use a stratified sampling approach. Divide the employees into strata based on type of position (entry level or introductory, mid-level, senior-level, C-suite / executive leadership). Within each stratum, only sample a set percentage of employees, such as 20%. For the entry level or introductory stratum, collect extra samples (perhaps send surveys to 30-50% of that stratum), since they are a particular focus of this study group. This population can be weighted differently when discussion data about the company as a whole.

Sampling units: First stage involves dividing company into strata by type of role, then second stage involves selecting random individuals within each stratum.

Survey will be online with a link distributed by email, and participants will be allowed to take the survey in private (at home) or at work. At work, they will be given private space to take the survey if desired, as taking the survey in a public or shared office can be uncomfortable. All employees at this company know how to use a computer and the internet (it is a job requirement) and have access to a computer, so with email and internet are appropriate to administer the survey. However, a paper copy of the survey can be administered upon request.

Demographic Information:

Age:

Gender:

Highest educational degree completed:

* 1. High school, Associate, or Equivalent
  2. Some college education, but no degree
  3. Bachelors
  4. Masters / Ph.D.
  5. Other / NA

Job title:

Years of employment at company:

Do you identify as LGBTQIA? Yes, No, prefer not to respond

Do you identify as a person with a disability? Yes, No, prefer not to respond

With which racial groups do you identify (select all that apply): White, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander, None of the Above, Prefer not to respond.

Do you identify as Hispanic, Latino, or Latinx? Yes, No, prefer not to respond

Do you identify as neurodivergent? Yes, No, prefer not to respond

https://www.census.gov/newsroom/blogs/random-samplings/2021/08/measuring-racial-ethnic-diversity-2020-census.html

Comments:

**Will need to look at “real” surveys to write these questions better.**

Rate the following statements as Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree.

Work Duties:

If you wish, please elaborate on your responses above:

Benefits and Compensation:

1. I am fairly compensated for my work.
2. The company offers competitive benefits (health, PTO, savings, etc.).
3. I work a reasonable number of hours.
4. The company supports the overall well-being of employees.
5. If I have concerns or questions about benefits and compensation, I feel comfortable discussing them with HR.

If you wish, please elaborate on your responses above:

Communication:

* 1. I understand what is expected of me at work
  2. I get along with my coworkers
  3. I get along with my manager
  4. I receive feedback that helps me improve
  5. I am acknowledged for work performed well.
  6. Changes in company goals are communicated effectively by leadership.

If you wish, please elaborate on your responses above:

Workplace Culture:

1. This company has a reputation for maintaining a good culture.
2. My ideas are heard and respected.
3. The company supports the professional development of employees.
4. I enjoy participating in company sponsored social events.
5. I feel physically safe at work.
6. I feel psychologically safe at work
7. The company establishes clear pathways to promotion.

If you wish, please elaborate on your responses above:

**Adjustments after Gallup Survey:**

Financial Well Being

1. I am fairly compensated for my work.
2. The company offers competitive benefits
3. My compensation affords a good quality of life in my geographical area.
4. Provided the economy does not change and my performance is adequate, I can work for this company as long as I like.
5. I can afford to take time off when I need it.

Work Structure and Autonomy

1. I work a reasonable number of hours.
2. I feel micromanaged.
3. My work schedule is predictable.
4. I have enough time to get everything done at work.
5. I have flexibility in where I work.

Workplace Culture and Safety

1. I get along with my coworkers
2. I get along with my manager
3. I feel physically safe at work.
4. I feel psychologically safe at work
5. I have experienced health issues because of my work.

Growth and Development Opportunities

1. My assignments at work are appropriate to my level of expertise.
2. I receive feedback that helps me improve
3. The company supports the professional development of employees.
4. The company establishes clear pathways to promotion.
5. After I started, I received proper on-the-job training for my role

Agency and Voice

1. My ideas are heard and respected.
2. Management cares about the well-being of employees.
3. I am included in important workplace decisions.
4. I have the same opportunities as my peers.
5. My work is meaningful.
6. My work is meaningful
7. After I started, I received proper on-the-job training for my role
8. The company has a reputation for producing high-quality technical work.
9. I understand what is expected of me at work
   1. I get along with my coworkers
   2. I get along with my manager
   3. I receive feedback that helps me improve
   4. I am acknowledged for work performed well.
   5. Changes in company goals are communicated effectively by leadership.
10. This company has a reputation for maintaining a good culture.
11. My ideas are heard and respected.
12. The company supports the professional development of employees.
13. I enjoy participating in company sponsored social events.
14. I feel physically safe at work.
15. I feel psychologically safe at work
16. The company establishes clear pathways to promotion.
17. This company has a reputation for maintaining a good culture.
18. My ideas are heard and respected.
19. The company supports the professional development of employees.
20. I enjoy participating in company sponsored social events.
21. I feel physically safe at work.
22. I feel psychologically safe at work
23. The company establishes clear pathways to promotion.