TEMPLATE FOR ONLINE SURVEY - XXXXX

Template to collect data through online survey for assessing xxxxxxx

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# How to use this INTERLINKER

This INTERLINKER provides a template to collect survey data to assess XXXXXXX

# HOW TO STRUCTURE AN ONLINE SURVEY

**INSTRUCTION**

|  |  |
| --- | --- |
| 01 | Personalize the survey **introduction message**. |
| 02 | Translate key research topics into a series of **questions** aimed at gathering participant feedback. The questionnaire will aim to collect information so that it can be easily compared and reworked later. |
| 03 | Transfer the questions into a **tool for administering online questionnaires**, adding an introductory message explaining the intent and duration of the survey and below all the respective questions for each topic. It is preferable not to exceed 5-6 questions for each section. |
| 04 | Before sending the survey, **test** with someone you know and trust, to verify that the questions are clear and presented in the correct order. |
| 05 | Once the questionnaire is ready, proceed with **sharing the link** through the platforms you think are most suitable. |

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Pay attention to **privacy obligations** especially with respect to:

* possible **request for contact details** in the conclusions;
* online tool identified for the administration of the questionnaire
  + INTERLINK Platform offers an integrated tool to administer survey:
* Talk to your data protection officer and add informed consent to data processing where necessary!

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# EXAMPLE OF AN ONLINE SURVEY - on THE TOPIC OF XXXXX

### **01. INTRODUCTION**

*OBJECTIVE: to explain what the questionnaire is for and how to collect data.*

Message to be included in the online tool identified for the administration of the questionnaire:

Name of the project or title of the questionnaire

How can we improve the service of ……… ... ……?

Help us address this challenge by participating in a short research activity.

…..

The data collected will be used to ……..

Thanks for your time!

### **02. PROFILING - SOCIO-DEMOGRAPHIC VARIABLES**

*OBJECTIVE: to identify compliance with established demographic parameters.*

Potential questions to be included in the online tool identified for the administration of the questionnaire:

1. How old are you?

Multiple choice, one possible answer. Mandatory.

* + children under 18
  + 19–30 years old
  + 31–40 years
  + 41–45 years
  + 51–60 years
  + over 60 years old

2. Are you?

Multiple choice, one possible answer. Mandatory.

* male
* female
* other (with single text box)
* Rather not answer

3. Where do you live?

Multiple choice, one possible answer. Mandatory.

(Fraction, municipality, province, region: choose the most appropriate scale for what you want to know)

* ……… ... ……

4. Are you of Italian origin?

Multiple choice, one possible answer. Mandatory.

* yes (go to question 5)
* no (go to question 4a)

4a. What is your country of origin?

With single text box. Mandatory.

5. Who do you live with?

Multiple choice, one possible answer. Mandatory.

* alone
* with partner
* with partner and children
* other (with single text box)

6. What do you do?

Multiple choice, one possible answer. Mandatory.

* private sector employee
* employee of the Public Administration
* entrepreneur
* unemployed
* student
* other (with single text box)

### **03. SPECIFIC SCALES**

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