

# Appendix 3 Survey Method Evaluation Checklist

## Survey Method Evaluation Checklist

**Instructions:**

1. Enter an “X” in the white boxes whenever the answer to the question is “Yes.” “Yes” indicates that the survey method is a weak option. Do not mark a box if you are unsure.
2. Line through any column that has one or more Xs in the white boxes to exclude that method.
3. Determine how many columns (i.e., methods) have not been excluded.  
 If only one column remains → That method is the most feasible barring any other circumstances.  
 If 2 or more columns remain → Continue with the “Secondary Logistical” table on the next page.

Primary Logistical	Face-to-face interview (Paper or CAPI) conducted by GAO staff	Telephone interview (Paper or CATI) conducted by GAO staff	Telephone interview (CATI) conducted by contractors	Mail	Fax out & fax back	Web	Electronic questionnaire (MS Word, Excel, etc.) returned via e-mail or fax	Notes:
Does the population have difficulty using computers?						[ ]	[ ]	
Does the population lack internet access or experience problems such as frequent internet service interruptions?						[ ]	[ ]	
Are e-mail addresses unobtainable?						[ ]	[ ]	
Is the information being collected classified national security information?		[ ]	[ ]		[ ]	[ ]	[ ]	
Is uninterrupted access to a phone difficult for this population?		[ ]	[ ]					
Are visual aids necessary for respondents to answer questions?		[ ]	[ ]					
Is access to a fax machine difficult for this population?					[ ]			
Is the reading comprehension of this population low?				[ ]	[ ]	[ ]	[ ]	
Do you need to control the order in which respondents see the questions?				[ ]	[ ]	[ ]	[ ]	
Will a large number of people (over 100) need to be contacted?	[ ]	[ ]					[ ]	
Is the time to get the fieldwork completed very limited?	[ ]			[ ]				

**Survey Method Evaluation Checklist**

**Instructions:**

1. Line through the columns already deleted in “Primarily Logistical” above.
2. Enter an “X” in the white boxes whenever the answer to the question is “Yes.” “Yes” indicates that the survey method is a weak option. Do not mark a box if you are unsure.
3. In the total line below, total the number of Xs in WHITE boxes in each column.
4. The survey method with the **smallest** number of Xs has the most advantages (i.e., is the best method).

Secondary Logistical	Face-to-face (Paper or CAPI) Conducted by GAO staff	Telephone (Paper or CATI) Conducted by GAO staff	Telephone interview (CATI) conducted by contractors	Mail	Fax out & fax back	Web	Electronic questionnaire (MS Word, Excel, etc.) returned via e-mail or fax	Notes:
Are staff resources for conducting interviews limited?	[ ]	[ ]						
Is staff time limited for tasks such as editing and coding?	[ ]	[ ]		[ ]	[ ]			
Are engagement staff members not available to support a help desk to deal with technical questions involving the web-survey?						[ ]		
Do respondents have to go to more than one location to collect information to answer the questions or does the survey require more than one person to answer questions?	[ ]	[ ]	[ ]			[ ]		
Will the person answering the questions need time to calculate or research the responses?	[ ]	[ ]	[ ]					
Are there complex, unfamiliar terms or definitions that the respondent may need to refer back to while answering?		[ ]	[ ]					
Are respondents frequently asked to skip questions (e.g., skip to question 5)?				[ ]	[ ]		[ ]	
Are respondents asked to skip on the basis of more than one response (e.g., If you answered all of these items “No” then skip to qst. 12, otherwise continue with qst. 7)?				[ ]	[ ]	[ ]	[ ]	
<b>Total</b>								