

Questionnaire Management Guidelines

Goals:

- One consolidated document to track all model and CQ changes throughout the life of the project
- Questionnaire always matches the live survey
- Easy and error-free way to submit CQ changes
- All changes tracked and reflected in one document (DOT will help)

Questionnaire Resources:

- 1 [Questionnaire Design and Approval P1](#)
- 2 [Question Grouping Rules](#)
- 3 [OPS vs. Skip Logic Decision for "Other, Please Specify"](#)
- 4 [Model and Custom Question Checks_SRA](#)
- 5 [Model and Custom Question Checks_Team LeadManager](#)
- 6 [Model and Custom Question Checks_DOT](#)
- 7 [Foreign Language Survey Instructions](#)

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 Date: 10/29/2010

red & strike-through: DELETE
 underlined & italicized: RE-ORDER
 pink: ADDITION
 blue + -->: REWORDING

#REF!

QID	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi
EDO07767		How frequently do you visit this site?	This is my first visit Every few months or less often Monthly Weekly Several times a week Daily/more than once a day		Dropdown (Select-one)	Single
EDO07768		What is your role in visiting the site today?	Veteran Family member of veteran Transitioning service member Media Employer Federal employee Other (please specify):	A	Radio button, one-up vertical	Single
EDO07769	A	Other Role			Text area, no char limit	Single
EDO07770		What is your primary reason for visiting this site today?	Looking for a job Looking for information for Veterans Looking for information for Veterans' families Employer looking for qualified applicants Veteran looking for stories about other veterans Federal employer looking for policy information Member of the media looking for story Other (please specify):	A	Checkbox, one-up vertical	Multi
EDO07771	A	Other Primary Reason			Text area, no char limit	Single
EDO07772		How did you PRIMARILY look for information on the site today? (Please select all that apply.)	Search tool Top navigation bar Links in the center of the page Other (please specify):	B A	Radio button, one-up vertical	Single
EDO07773	A	Other way I looked for information:			Text area, no char limit	Single
EDO07774	B	Please tell us about your experience with the site's search feature today. (Please select all that apply.)	Search results were helpful Results were not relevant/not what I wanted Too many results/I needed to refine my search Not enough results Returned no results Received error message(s) Search speed was too slow I experienced a different search issue (please explain):	C	Checkbox, one-up vertical	Multi
EDO07775	C	Other search issue:				
EDO07776		Were you able to find what you were looking for today?	Yes Partially I wasn't looking for anything in particular No	A	Radio button, one-up vertical	Single
EDO07777	A	Please tell us specifically what you were looking for on the site:			Text area, no char limit	Single
EDO07778		What sections of the site did you visit today? (Please select all that apply.)	Media (success stories)		Checkbox, one-up vertical	Multi

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QID	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi
			Vet to Vet Looking for a job Looking to hire About us Stay connected News Other (please specify):	B, C A		
EDO07779	A	Other sections visited			Text area, no char limit	Single
EDO07780	B	Did you enjoy the Vet to Vet stories?	Yes Somewhat No		Radio button, one-up vertical	Single
EDO07781	C	Are you interested in submitting Vet to Vet stories?	Yes No		Radio button, one-up vertical	Single
EDO07782		Which of the following sources drove you to visit the site today?	Job Fair or other events Office of Personnel Management website Other federal agency website Search engine results Word of mouth recommendation from someone I know TV, radio, newspaper, or magazine advertising Flyers, brochures, or other promotional material Message or recommendation from a friend on a social network Videos I saw on YouTube Internet blogs or discussion forums Press release/News item Don't know Other (please specify):		Checkbox, one-up vertical	Multi



Required Y/N	Special Instructions
Y	
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Y	