**HOW TO CONDUCT A STAFF SURVEY**

Staff surveys are designed to gather insights into employees’ attitudes, opinions, and behaviours regarding reusable food ware.

* Initial surveys provide valuable qualitative data to guide your behaviour change initiatives and establish a baseline for measuring success. Conduct these surveys during the baseline data collection phase, but only after completing most of the baseline waste audits and observational surveys to avoid influencing employee behaviour during this time. At the latest, issue the initial survey a few weeks before the implementation stage begins.
* Final surveys should be distributed at the end of the program. Comparing these results with the initial survey will reveal how employee attitudes, opinions, and behaviours have changed over time.

Survey templates are available (find them in the *Data Collection* section of the Guide) and can be tailored to suit your workplace.

Decide on the best delivery method during your initial program planning phase. For example, you could create the survey using software like Microsoft Forms and email the link to all staff.

Coordinate with your IT or security team to ensure your delivery methods adheres to the data security and employee privacy requirements of your workplace.

**Using survey data to help refine and measure the success of your program**

Survey analysis is key to shaping your program and ensuring its impact by meeting people where they are in their journey.

Initial survey results provide insights to guide actionable strategies for your program. For example, you might learn if employees prefer metal or ceramic cups, helping you decide which to include in your mug library.

Comparing initial and final survey data reveals trends, patterns, and changes over the length of your program. Use this analysis to evaluate the program’s success.