**Introductions Survey – Recorder Guidelines**

Thank you for serving as the observer and record keeper for the table for the mini-survey at the beginning of our­­­­ workshop. Other than answering the questions when it is your turn, please do NOT prompt people for more information or show them what you are recording. You may have problems completing the information below, and that is ok.

1. **Question:** What is your name?
**Record:** How people gave only first name, both first and last, only last name, or something else? You may want to place a mark below the appropriate response as each person answers and then count up your marks.

|  |  |  |  |
| --- | --- | --- | --- |
| Gave only first | Gave only last | Gave both first/last | Gave something else |
|  |  |  |  |

1. **Question:** What do you do for a living?
**Record:** Nothing for this question
2. **Question:** Do you work for the federal government? (Yes or No)
**Record:** How many people answered yes, answered no, or answered something other than a clear yes or no?

|  |  |  |
| --- | --- | --- |
| Responded YES | Responded NO | Gave other response |
|  |  |  |

1. **Question:** How many surveys did you complete in the past year?
**Record:** Each person’s response (no prompting for clarification!), and then calculate the average of the responses. (add responses together, divide by number of respondents)

|  |  |
| --- | --- |
| Person | Surveys Completed |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |
| TOTAL |  |
| AVERAGE |  |

**Introductions Survey – Facilitator Guidelines**

Thank you for serving as the facilitator for the table for the mini-survey at the beginning of our­­­­ workshop. Please ensure that each person has an opportunity to speak and answers aloud each of the four questions.

Please limit the response time to approximately 90 seconds per person, and politely cut off someone who starts to run long.

Please begin by noting “I am going to serve as the facilitator for our introductions. I’ll ask that each person answer each of four questions out loud so that we may know a little about one another, and I’m going to limit us to about 90 seconds each so that everyone has a chance to respond. One of us will also be keeping track of some of the information from our responses so that we may do a bit of reporting out at the end. Here are the four questions. If you need me to read them again at any time, please don’t hesitate to ask.

1. What is your name?
2. What do you do for a living?
3. Do you work for the federal government? (Yes or No)
4. How many surveys did you complete in the past year?”

From this point, you are welcome to facilitate the introductions as needed to ensure that everyone has an opportunity to respond.