

GEAR UP Staff Survey

INSTRUCTIONS & TIPS



OVERVIEW

The purpose of the GEAR UP Staff Survey is to gauge staff's knowledge, attitudes, and perceptions around college and career readiness, and to gather their feedback on your school's efforts to prepare students for school, college, and careers.

Administrators and/or GEAR UP Coordinators should administer the staff survey to **all school staff** who serve or have contact with **6th - 12th grade students** (including administrators, teachers, counselors, GEAR UP coordinators, college and career coaches, paraprofessionals, classified staff, etc.) and should complete the survey themselves – *anyone who significantly or regularly serves or has contact with students or whose role affects school culture*. The more staff you are able to reach within the shortest timeframe possible, the more representative and informative your survey results will be.

The online survey is open **until March 15, 2024** and available at:
<https://bit.ly/OregonGEARUPStaffSurvey>

The survey can also be accessed by using the following QR code:



TIPS & STRATEGIES FOR MAXIMIZING RESPONSE RATE

- Before administering online surveys, test the technology to make sure it is equipped with the appropriate software. The online survey works best with the **latest versions** of the following browsers: **Internet Explorer**, **Google Chrome**, **Apple Safari**, and Mozilla Firefox (least recommended), and also works over Wi-Fi on browser-ready tablets and smartphones. **Contact your district's IT professional if you've had any past difficulties** (ex. firewalls, anti-virus software blocks, low bandwidth).
- **Send an initial email to all school staff** – from administrators if possible (to teachers, counselors, paraprofessionals, etc.) to explain the purpose of the survey, with either the survey link included or advance notice of the upcoming survey and information about how to access the survey online. Explain the importance of these surveys and plans to share survey results with staff members.

- **Provide a deadline for completing the survey:** If emailing surveys to staff, give them a window of no more than 2 weeks to complete the survey, due no later than **March 15, 2024**.
- **Administer during regular staff meetings** or as part of scheduled professional development.
- **Offer an incentive for turning in the survey:** Reward educators with a small treat or favorite snack when they are done. Have a raffle with prizes for turning in a survey, or a competition at the school for whichever group of staff gets the most surveys back.
- **Follow up:** You can check the survey counts by school here (<https://bit.ly/GEARUPsurveycounts>) and conduct follow up as needed.