

Sample Workforce Member Survey

Using Workforce Member Surveys to STEP Forward with Data

Below is a sample workforce member survey that could be administered to allow preschool system users to gather data for each of the recommended metrics. This survey only asks questions that align to the recommended metrics from the Framework. Preschool system leaders interested in gathering information from workforce members can adapt the following sample survey or integrate these questions into existing workforce surveys to capture other aspects of the workforce experience beyond the Framework. Leaders should consider what they want to learn and how best to ask these questions.

Introduction

The goal of this short survey is to understand more about how our preschool system can best support workforce members in our preschool system. This survey should not take more than 30 minutes of your time. By continuing with the survey, you are agreeing to participate. You are welcome to skip any question you do not want to answer. We will actively incorporate the feedback you provide to make improvements to our preschool system. This survey is anonymous, which we hope will encourage you to share as honestly as possible.

The learning environment

The following questions are meant to provide us with more information about what you may be doing in your learning environment to support children and their families. This information will not be tied to you as an individual but will allow us to identify needs, so we encourage you to be as honest as possible.

1. How would you characterize your relationship and engagement with families?
 - a. Very positive
 - b. Somewhat positive
 - c. Neither positive nor negative
 - d. Somewhat negative
 - e. Very negative
2. On average, how many pieces of evidence (e.g., developmental assessment, parent observation, individualized goals, specialist observation, IEP information, etc.) do you use when identifying a child's developmental progress on direct child observations or assessments? *(Numeric value)*
3. How often do you incorporate evidence of a child's developmental stage when informing your instruction?
 - a. All the time
 - b. Some of the time
 - c. None of the time
4. In the past year, how often do you use materials, projects, activities, curriculum, or resources that reflect or celebrate the identities of children from focal populations and their communities in your learning environment?
 - a. Daily
 - b. Weekly
 - c. Monthly
 - d. Annually
 - e. Never
5. We want to know more about the types of training our workforce members have with specific populations to understand more about improvements to our system. What experience do you have with the following groups?

	Specialized degree	Direct or clinical experience	Certification	Specialized training or PD course in the last year	Specialized training or PD course over a year ago	No experience
Children with unique learning needs, such as disabilities or developmental delay						
Infants and Toddlers						
Preschool-aged children						
Children who speak a language other than English						
Children who have experienced homelessness						

6. How confident do you feel you can provide the following?

	Very confident	Somewhat confident	Not confident
Culturally responsive instruction			
Trauma-informed care			
Noticing and reducing bias in my work			
Supporting children with unique needs, such as disabilities or developmental delays			

Creating a supportive environment for you

The following questions are meant to understand what would create a supportive environment for you. We want to know more about the space where you work and how our preschool system can support you.

7. Which of the following best characterizes how you feel about the **current professional development opportunities** available to you?
 - a. They meet my needs
 - b. They meet some, but not all, of my needs
 - c. They do not meet my needs
8. Which of the following best characterizes how you feel about the **current career supports and pathways** available to you?
 - d. They meet my needs
 - e. They meet some, but not all, of my needs
 - f. They do not meet my needs
9. What, if any, trainings, courses, professional development opportunities, or career supports would you like to see offered to best support your needs? (*Open-ended*)

10. Which of the following benefits have you utilized in the past year? *(Select all from a list of benefits offered by the preschool system)*

- a. Health insurance (e.g., medical, dental, and/or vision)
- b. Dependent care benefits
- c. Vacation leave
- d. Sick leave
- e. Paid family leave
- f. Retirement contributions or pension
- g. Stipends or scholarships for continued learning
- h. Other, specify

11. Rate your level of agreement on the following characteristics of your facility, or the space where you work and where you care for children.

	Strongly agree	Agree	Disagree	Strongly Disagree	N/A
My facility has what it needs to support children's learning.					
I feel safe and secure in my facility.					
My facility is a hygienic space appropriate for caring for children.					

12. What improvements, if any, would you make to your space or facility? *(Open-ended response)*

13. In thinking about how decisions are made about the preschool system, which of the following characterizes your engagement in decision making?

- a. I am a co-creator in the system where I have an active role in making decisions
- b. I am a collaborator in the system where I am involved in various aspects of the system, but not the final decision maker
- c. I am involved in the decision making process where I am invited to make decisions on specific issues, topics, or activities
- d. I am a consultant where my feedback is solicited to inform decisions, but I am not involved in any decision making
- e. I am informed when decisions are made, but I am not involved in any aspect of decision making
- f. I have no role
- g. Unsure

About you

To help us understand more about the people who work in our system, we'd like to learn more about you.

14. What of the following best describes the role you hold most of the time?

- a. Provider
- b. Lead teacher
- c. Assistant teacher
- d. Paraprofessional
- e. Support staff
- f. Director/owner
- g. Other, specify

15. How many total years have you worked with preschool-aged children? *(Numeric Value)*

16. How many years have you been in your current role or position? *(Numeric Value)*

17. Have you had personal experience with this preschool program?

- a. I attended this preschool program when I was a child
 - b. My children attended this preschool program
 - c. I have previously volunteered at this preschool program
 - d. No past experience with this preschool program before working here
18. What is your annual salary range? (*Different income range bands*)
19. What is your race?
- a. White
 - b. African American/Black
 - c. American Indian or Alaskan Native
 - d. Asian
 - e. Native Hawaiian or Pacific Islander
 - f. Multi-racial, specify
20. Which of the following do you identify as?
- a. Hispanic/Latino(a)/Latiné
 - b. Not Hispanic/Latino(a)/ Latiné
21. Which languages do you speak? (*Select all that apply from a list of languages commonly used in the community*)
22. What is your country of origin?
23. Do you have access requirements that allow you to understand more about children who may have similar needs?
- a. Yes
 - b. No

Tips when administering a workforce member survey

- **Explore alternative approaches:** Surveys are a low-cost way to gather input from workforce members, but leaders can also use staff meetings, focus groups, or interviews to collect insights.
- **Offer incentives:** Providing incentives can encourage participation and show appreciation for the time workforce members spend on the survey.
- **Pilot test first:** Test the survey with a small group of workforce members to refine questions and approaches that resonate with staff.
- **Engage site administrators:** Ask preschool site administrators to help distribute the survey and encourage staff participation.
- **Collect demographics thoughtfully:** In addition to general “about you” questions, include optional demographic items to disaggregate findings for focal populations.
- **Ensure language access:** Translate surveys into the primary languages spoken by workforce members to support full participation.