



# The Community Tool Box

## Our Mission

Promoting community health and development by connecting people, ideas and resources

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## Conducting Needs Assessment Surveys

### Tools & Checklists

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#### Checklist

Here, you'll find a checklist summarizing the major points contained in the text.

What is a needs assessment survey?

- It has a pre-set list of questions to be answered.
- It has a pre-determined sample.
- It is conducted by interview, phone, or written response.
- Its results are tabulated, summarized, distributed, discussed, and used.

Why should you do a needs assessment survey?

- To learn more about what your group or community needs are.
- To get a more honest and objective description of needs than people might tell you publicly.
- To become aware of possible needs you never knew about.
- To document your needs.
- To make sure your future actions are in line with expressed community needs.
- To garner greater support.
- To involve more people in the subsequent action.

When should you do a needs assessment survey?

- When your group is just starting out
- When there is doubt as to what the most important needs are
- When group members disagree on this point themselves
- When you need to convince outside funders or supporters that you are addressing the most important community problems
- When you want to ensure community support

When should you not do a needs assessment survey?

- When there is absolutely no doubt as to what needs to be done
- When it is urgent to act right now
- When an assessment has been done recently
- When you feel the community would see an assessment as redundant or wasteful


How do you carry out a needs assessment survey?

- \_\_\_ Identify reasons for choosing to do this survey.
- \_\_\_ Identify goals for the survey.
- \_\_\_ Make sure you are ready to conduct the survey.
- \_\_\_ Decide how much time you have to do the survey.
- \_\_\_ Decide how many people you are going to question.
- \_\_\_ Decide who will be asked.
- \_\_\_ Decide what questions will be asked.
- \_\_\_ Decide who will ask the questions.
- \_\_\_ Create a draft of the survey.
- \_\_\_ Try out the survey on a test group.
- \_\_\_ Revise the survey.
- \_\_\_ Administer the survey.
- \_\_\_ Tabulate the results.
- \_\_\_ Interpret the results.
- \_\_\_ Plan future actions.
- \_\_\_ Implement the actions.
- \_\_\_ Repeat the assessment.

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