



Notes on How to Conduct and Analyse Surveys

The survey, developed by Dr Graham Russell, has been designed to measure the key employment matters covered by the Equal Opportunity for Women in the Workplace Act.

If you plan to conduct and analyse the survey yourself, some of the issues you will need to consider are:

- Ensure that the process you use protects the confidentiality of your employees.
- Consider changing the occupational categories included in this survey to those that are more appropriate to your organisation.
- Response data should be entered into a recognised spreadsheet (eg., Excel) or statistical program (eg., SPSS).
- Produce frequencies for responses to all questions.
- Examine whether there are differences in responses between men and women and other groups of interest (eg., younger vs older employees). Examining these differences will provide important insights into where the key issues are in your organisation. For example, an organisation that is very effective in addressing the seven employment matters would be expected to have few differences between the responses of women and men -- or it might be that differences are confined to a particular area (eg., Training and Development).



- Additional analyses that you could consider doing include:
 - Age (eg., sometimes it is found that gender differences are more pronounced for older age categories).
 - Gender of supervisor (eg., do those employees who have female supervisors experience the workplace differently).
 - Whether the person indicated that they had experienced discrimination in the past 12 months.
 - Whether the person is employed full or part-time
 - Whether the person is from a non-English speaking background.
 - Whether the person has caring responsibilities
 - Whether the person is a manager or supervisor

Comment: It is also worthwhile considering doing each of the above analyses separately for men and women (eg., to see if the gender of the supervisor makes a bigger difference if the respondent is female vs male).