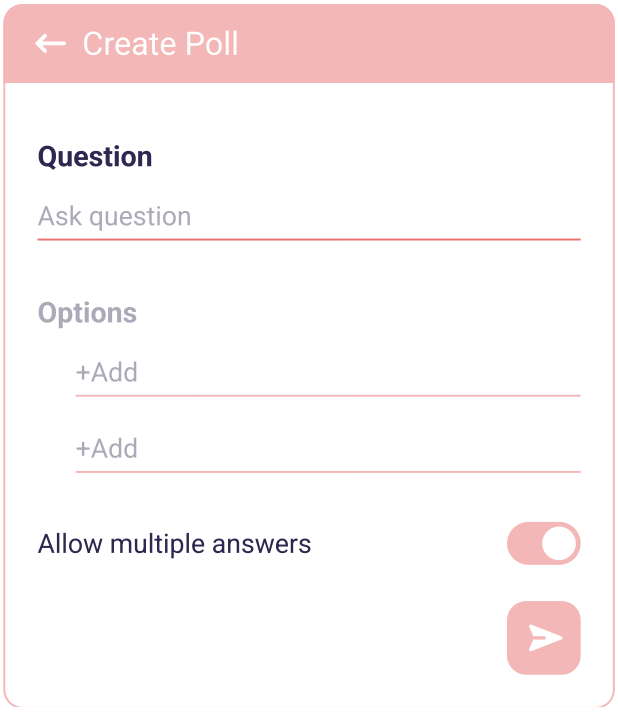
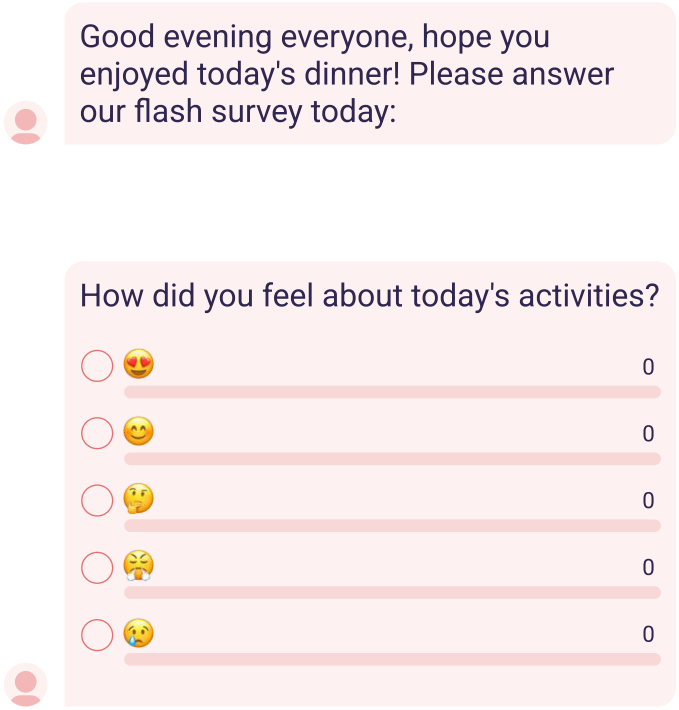
Tool: Micro Follow-Up Surveys – Shorter Version [Example WhatsApp]

Step 1 **Choose a platform.**



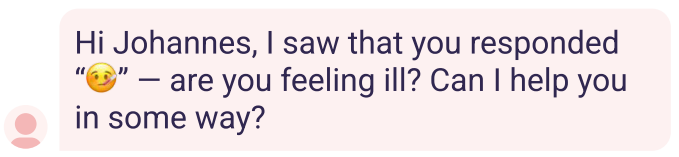


Step 2 **Make a short survey and share it on your chosen platform.**



SMART questions: specific, measurable, action oriented, relevant and time-bound
1–3 multiple choice questions

Step 3 **Analyze the results and take action!**





Tool: Micro Follow-Up Surveys – Shorter Version [Example Google Forms]

Step 1 **Choose a platform.**

Step 2 **Make a survey.** (1–6 questions)

Erasmus Exchange Check-In Survey

Thank you for taking a moment to share your thoughts! This quick survey will help us understand your experience each day.

I felt engaged in today's activities. *

	1	2	3	4	5	
Not at all	○	○	○	○	○	Very much

I felt supported by the program staff and host institution today. *

	1	2	3	4	5	
Strongly disagree	○	○	○	○	○	Strongly agree

I learned something new today. *

- ☐ Academically
- ☐ Culturally
- ☐ Personally
- ☐ Nothing
- ☐ Other:

What was the highlight of your day?

Your answer

What did you find negative, challenging or difficult today?

Your answer

Do you have any suggestions to improve tomorrow's activities?

Your answer

Submit

SMART questions: specific, measurable, action oriented, relevant and time-bound 1–3 multiple choice questions

Step 3 **Share the survey frequently.**

Good evening everyone and thank you for this day! 🪷 Please take 1–2 min again to respond to this short survey, it's important for us to know how you are feeling and how the experience is going so far! https://docs.google.com/forms/erasmusexperience

Step 4 **Analyze the results and take action!**

Good morning everyone! Thank you for being active answering our short surveys. Based on your feedback many of you are feeling tired, so today we've decided to have a small change of plan and take you out to the city center in the afternoon! Let's have a productive morning and then a fun afternoon exploring the old town together! 🏰

Micro Follow-Up Survey

When to use? During project to track gradual change or follow participant's well-being or satisfaction.

When not? When you need in-depth qualitative information from the participants.

How often? Depending on the project: once a day, once a week, after each event.

Tips!

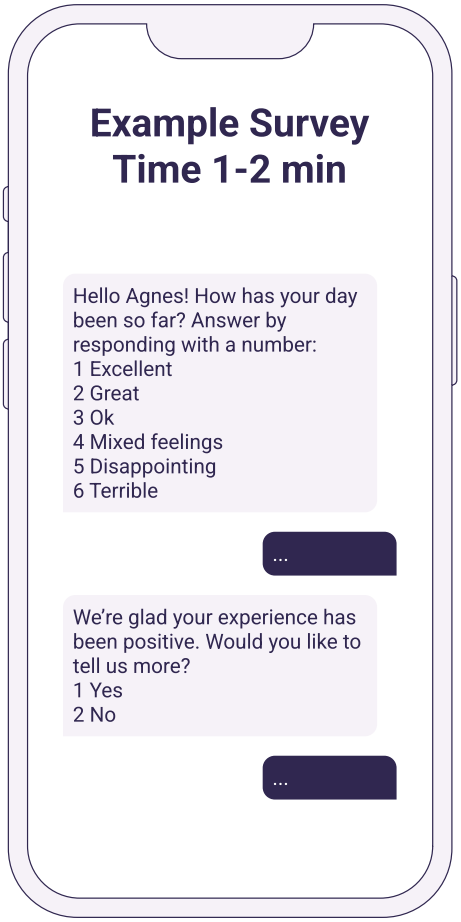
How to reach participants?

- Text message, Whatsapp/ Telegram
- QR-code at the end of an event
- Email
- Project's social media

Which survey platform to use?

- Whatsapp/Telegram poll
- **Google Forms**
- **Mentimeter**
- **Surveymonkey**

See our sample survey on Google Forms **here.**



How to ask good questions?
Make them SMART!

Specific:	relates to concrete activities
Measurable:	gathers quantitative data that is comparable
Action-oriented:	asks about concrete actions
Relevant:	related to recent experience
Time-bound:	related to e.g. Today's activities

Multiple-choice questions: E.g. scale from 1–5, verbal options, pick an emoji 😡😢😕🙂🤩

Open questions: Asks participant to write an answer

How many questions? Depending on how often the survey is done, preferably 1–6 questions. People get bored of surveys very quickly, less is more! Tip! You can also make some of the questions obligatory and leave some optional to increase the number of responses.

See the following pages for examples.