

Can I save the survey online and return to it later?

Yes! Survey Monkey will automatically save your survey (you do not need to push a “save” button. It does this automatically). However, it saves according to your computer. Therefore, to view your survey responses again, you must use the same computer. To go back to your survey, simply click on the link and it will take you to the page where you were last!

Can I print my online survey when I am finished?

Unfortunately, there is not an easy way to do this. If you would like to print your survey responses from the online survey, you will need to print each “page.” There are a few ways you might like to do this: 1) Once you have completed the survey, before you click “done,” print off each “page.” You can navigate back and forth throughout the survey using the “Prev” and “Next” buttons at the bottom each page (or screen). 2) Another option may be to print each page before you click “next.” Remember you will get your results back when we send all the results to you in May.

How do I submit the survey online?

At the end of the survey (on the last “page”), there will be a button “Done.” Click “Done” to submit your survey. Once you click “Done,” you will not be able to view the survey again.

Can more than one person complete the survey?

We only want/need one survey per municipality. However, we understand you may want more than one person to help complete the survey. This is where the PDF document will be helpful. If you have multiple people who will contribute to the survey, consider emailing each the PDF and ask them to complete their portion. Then, assign one person to enter it all into the online survey. Remember Survey Monkey automatically saves your responses by computer. Therefore, you must enter your responses online from the same computer.

What will the results look like?

We will send a PDF of the results, broken into three categories based on population, including: cities, towns greater than 2,000 and towns less than 2,000. You will receive all the results for each breakdown.

What do you mean by current salary?

The current salary should reflect the 2021 salary.

What if the position is part-time?

Please type “PT” after the salary to indicate a part-time position or less than 30 hours per week.

What if multiple positions are filled by the same person?

Please show the total salary under one job title, preferably the primary position, and then reference the primary position when asked for salaries for other positions.

What should we do not have a position listed on the salary survey?

Please leave the response space blank. We will assume you do not have this position in your municipality.

We have a position filled that is not listed on the salary survey. Where do we add it?

Please add the titles and salaries for any positions not listed on the survey on the last page. We will add a page of miscellaneous positions in the results.

If you have any questions or suggestions for future surveys, please let us know. Contact Erin Jamison-Koenig at (317) 237-6200 x 228 or ejamisonkoenig@aimindiana.org.