

# SAMPLE CANDIDATE QUESTIONNAIRE |

## CANDIDATE QUESTIONNAIRES SERVE TWO PURPOSES:

- I. Collect information about candidates' views for voters.
- II. Inform candidates about the range of issues that are important to your organization.

Using open ended questions, a candidate questionnaire should ask questions on a range of important issues.

The questionnaire should go to all candidates and it should be publicly posted. Provide clear instructions to candidates including a word limit, a clear deadline, and instructions for how to submit. Give candidates a reasonable amount of time to respond and be sure to keep the survey brief to ensure a good response rate.

Develop a plan for how the answers will be shared, and indicate to candidates how you will distribute their answers. Do not modify candidate responses in any way.

Remind candidates ahead of the deadline to submit their responses--and let them know that "Did not respond" will be used if no response is received. It is completely acceptable to list "Did not respond" for their responses.

Offer the opportunity to respond to the questionnaire to **all** candidates. This is important to ensuring that your efforts are nonpartisan.

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