

# Recruitment screening questionnaire

## Recruitment Specifications

<b>Project:</b>	Website usability testing		
<b>Recruiter:</b>	[Insert name of recruitment agency]		
<b>Project Facilitator:</b>	[Insert name/s of project facilitators]		
<b>No. of depths:</b>	n=6		
<b>Duration:</b>	1 hour		
<b>Date &amp; Times:</b>	Thursday 5 <sup>th</sup> October 2017 <ul style="list-style-type: none"> <li>• 9am</li> <li>• 10:15am</li> <li>• 11:30am</li> <li>• 1:30pm</li> <li>• 2:45pm</li> <li>• 4pm</li> </ul>		
<b>Location:</b>	[Insert location where sessions will be held]		
<b>Respondent Details</b>	<b>n=</b>	<b>Incentive amount</b>	
<ul style="list-style-type: none"> <li>• General public with a mix of:             <ul style="list-style-type: none"> <li>○ Age (18+)</li> <li>○ Gender</li> <li>○ Employment status</li> <li>○ Reactive/proactive personas</li> <li>○ Level of comfort using computer/internet</li> <li>○ Device usage</li> </ul> </li> <li>• Must have had an interaction with the Queensland Government in the past 12 months</li> <li>• Must access the internet at least a few times a month</li> <li>• Must be able to come into our office (<i>venue details</i>)</li> <li>• At least one person recruited must identify as ATSI, have a disability/mobility difficulty, speak a language other than English at home, and/or have a culturally diverse background</li> </ul>	n=6	\$80	
<b>Other requirements:</b> <ul style="list-style-type: none"> <li>• Exclude those working or who have immediate family working in Market Research, Queensland Government, Communications and Web Development.</li> <li>• Ensure respondents have not participated in market research within past 6 months.</li> <li>• Ensure that respondents are not told anything about the research, other than that they will be asked to provide their thoughts and feedback on a service idea.</li> <li>• Remind respondents to bring reading glasses etc. if required.</li> <li>• Let respondents know that on arrival they will need to report to the foyer on the 14th floor – the facilitator will meet them there</li> </ul> <b>Additional instructions for recruiter:</b> <ul style="list-style-type: none"> <li>• Please send through the final respondent list 24 hours prior to the first scheduled interview</li> <li>• Please distribute venue instructions to participants prior to their interview</li> </ul>			

## Screener Questions

- Q1. Have you attended a market research focus group discussion or interview in the past 6 months, or are you booked in to attend one in the near future?

**SINGLE RESPONSE**

Yes	1	<b>TERMINATE</b>
No	2	<b>CONTINUE</b>

- Q2. Are you or any of your immediate family employed in the following industries?

**MULTIPLE RESPONSE, RANDOMISE RESPONSES**

Queensland Government, Communications and Web Development	1	<b>TERMINATE</b>
Market Research	2	
Media (PR, Journalism, Radio etc.)	3	<b>CONTINUE</b>
Road Freight Transport	4	
Manufacturing	5	
Finance and Insurance	6	
Retail and Wholesale Trade	7	
Accommodation, Cafes and Restaurants	8	
Construction	9	
None of the above	97	

- Q3. Using the scale below, please indicate to what extent you generally interact with the Queensland State Government.

**SINGLE RESPONSE (SHOW HORIZONTALLY AS A GRID)**

I wait for the government to contact me before I do anything and will often put things off until they become urgent	0	<b>REACTIVE PERSONA N= 3 X CONTINUE</b>
	1	
	2	
	3	
	4	
	5	
	6	
	7	<b>PROACTIVE PERSONA N= 3 X CONTINUE</b>
	8	
	9	
I am proactive at searching for information and will exhaust all channels to achieve my outcome with the government	10	

Q4. Have you had a service interaction with the Queensland State Government, either online, face to face or over the phone in the last 12 months?

**SINGLE RESPONSE**

Yes	1	<b>CONTINUE TO Q5</b>
No	2	<b>TERMINATE</b>

Q5. What is your age category?

**SINGLE RESPONSE**

Under 18	1	<b>TERMINATE</b>
18-34 years	2	<b>ENSURE MIX (minimum of one in each age group)</b>
35-54 years	3	
55-64 years	4	
65+ years	5	

Q6. Please indicate your gender.

**SINGLE RESPONSE**

Male	1	<b>ENSURE MIX</b>
Female	2	

Q7. How often do you access the internet?

**SINGLE RESPONSE**

I use the internet multiple times every day	1	<b>CONTINUE</b>
I use the internet once a day or once every second day	2	
I use the internet a few times a week	3	
I use the internet a few times a month	4	
I use the internet less than this	5	<b>TERMINATE</b>
I don't use the internet	6	

Q8. How confident are you using a computer or surfing the internet?

**SINGLE RESPONSE**

Really confident	1	<b>ENSURE MIX</b>
Moderately comfortable	2	
Not very comfortable	3	
Not at all comfortable	4	

Q9. What device do you normally use to access the internet?

**SINGLE RESPONSE**

Desktop computer	1	<b>ENSURE MIX</b>
Laptop	2	
Tablet	3	
Mobile phone	4	

Q10. Which best describes your occupational status?

**SINGLE RESPONSE**

Full time	1	<b>ENSURE MIX</b>
Part time / Casual	2	
Self-employed / Business owner	3	
Home duties	4	
Retired	5	
Disability pension	6	
Student	7	
Unemployed	8	

Q11. Which of the following, if any, apply to you?

**MULTIPLE RESPONSE**

I identify as an Aboriginal and/or Torres Strait Islander person	1	<b>MINIMUM n=1</b>
I am a person with a disability or have mobility difficulties	2	
I speak a language other than English at home	3	
I have a culturally diverse background	4	
None of these	97	
Prefer not to say	98	

**[END]**