# Recruitment screening questionnaire

# Recruitment Specifications

**NOTE: UPDATE OR REMOVE TEXT HIGHLIGHTED IN YELLOW**

|  |  |
| --- | --- |
| **Project:** | <Insert project name> |
| **Recruiter:** | <Insert name of recruitment company procured to do your recruitment> |
| **Project facilitator:** | <Insert name/s and contact details of project facilitators> |
| **No. of depths:** | <Insert the total number of interviews to be scheduled> |
| **Duration:** | <Insert the duration of each interview> |
| **Date & Times:** | <Insert the interview dates (and times if you have specific time slots you prefer)> |
| **Location:** | <Insert the venue at which the interviews will be taking place> |
| **Respondent Details** | **n=** | **Incentive amount** |
| <Insert an overall description of the persona(s)/ target group(s) you wish to recruit for your research, any demographics you wish to have a mix of (e.g. age/gender) and any specific requirements they should meet in order to qualify to participate> EXAMPLE:* General Queensland population with a mix of:
	+ Age (18+)
	+ Gender
	+ Device usage
	+ Employment status
* Must have had an interaction with the Queensland Government in the past 12 months
* Must access the internet at least a few times a month
* At least one person must identify as ATSI, have a disability/mobility difficulty, speak a language other than English at home, and/or have a culturally diverse background
 | <Insert the number of interviews to be scheduled (note: include the number required within each target group, if recruiting more than one segment of participants)> | <Insert the dollar amount you are providing as an incentive for participation in your research – if unsure, leave this blank and the recruiter can advise what may be suitable> |
| **Other requirements:*** Exclude those working or who have immediate family working in Market Research and <any other relevant industries or business areas/titles> ***(Note: it is standard market research practice to exclude those working or who have immediate family in market research – also consider excluding anyone working in your particular business area>***
* Ensure respondents have not participated in market research within past 6 months ***(Note: this is a standard market research participation requirement, however may not always be relevant (e.g. in instances where it’s a difficult recruit or when you want participants to come back for additional sessions)***.
* 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 website/app.
* Ensure respondents are able to come to <insert location/venue>

**Additional instructions for recruiter:*** Please send through the final respondent list 24 hours prior to the first scheduled interview
* Remind respondents to bring reading glasses etc. if required.
* Please distribute venue instructions to participants prior to their interview ***(Note: it is recommended to send venue instructions to the recruitment agency to send onto participants)***
* <Insert any other necessary instructions for the recruiters>
 |

# Screener Questions

**In this section, include the specific questions required to be asked of your participants to ensure the participants that are recruited meet your specifications you have outlined in the previous section.**

**Below are some examples of questions that may be relevant and how these can be formatted.**

**Note: the maroon text is instructional text for the recruiter.**

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 | **TERMINATE** |
| No | 2 | **CONTINUE** |

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

 **MULTIPLE RESPONSE, RANDOMISE RESPONSES**

|  |  |  |
| --- | --- | --- |
| <Insert any industries you wish to exclude from your research – e.g. Queensland Government, Web Development, Government Marketing, Communications> | 1 | **TERMINATE** |
| Market Research | 2 |
| Media (PR, Journalism, Radio etc.) | 3 | **CONTINUE** |
| 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. Please indicate your gender.

**SINGLE RESPONSE**

|  |  |  |
| --- | --- | --- |
| Male | 1 | **ENSURE MIX** |
| Female | 2 |

Q4. What is your age category?

**SINGLE RESPONSE**

|  |  |  |
| --- | --- | --- |
| Under 18 years | 1 | **TERMINATE** |
| 18-24 years | 2 | **ENSURE MIX** |
| 25-34 years | 3 |
| 35-44 years | 4 |
| 45-54 years | 5 |
| 55-64 years | 6 |
| 65+ years | 7 |

Q5. Which best describes your occupational status?

**SINGLE RESPONSE**

|  |  |  |
| --- | --- | --- |
| Full time | 1 | **ENSURE MIX** |
| Part time / Casual | 2 |
| Self-employed / Business owner | 3 |
| Home duties | 4 |
| Retired | 5 |
| Student | 6 |
| Unemployed | 7 |

Q6. How often do you access the internet?

**SINGLE RESPONSE**

|  |  |  |
| --- | --- | --- |
| I use the internet multiple times every day | 1 | **CONTINUE** |
| 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 | **TERMINATE** |
| I don’t use the internet | 6 |

Q7. How confident are you using a computer or surfing the internet?

**SINGLE RESPONSE**

|  |  |  |
| --- | --- | --- |
| Highly proficient | 1 | **ENSURE MIX** |
| Moderately comfortable | 2 |
| Not very comfortable | 3 |
| Not at all comfortable | 4 |

Q8. And what device do you normally use to access the internet?

**SINGLE RESPONSE**

|  |  |  |
| --- | --- | --- |
| Desktop computer | 1 | **ENSURE MIX** |
| Laptop | 2 |
| Tablet | 3 |
| Mobile phone | 4 |

Q9. Which of the following, if any, apply to you?

**MULTIPLE RESPONSE**

|  |  |  |
| --- | --- | --- |
| I identify as an Aboriginal and/or Torres Strait Islander person | 1 | **AIM FOR n=1** |
| 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 |  |

**Additional questions that may be used if interviews are being conducted via video-conferencing:**

You are eligible to participate in this research. This research will be conducted via a video conferencing platform and will require you to share your computer screen with the moderator. As such, we just have a few more questions to in order to ensure you meet our requirements.

Q10. Do you have a stable internet connection at home or elsewhere that can be utilised to participate in this research?

 **SINGLE RESPONSE**

|  |  |  |
| --- | --- | --- |
| Yes | 1 | **CONTINUE** |
| No | 2 | **TERMINATE** |

Q11. Do you have access, or are you willing to gain access, to one of the following video conferencing platforms?

 **SINGLE RESPONSE PER ACTIVITY**

1. Skype
2. Google Hangouts (note you will have access to this if you have a gmail account)

**RESPONSE SCALE**

|  |  |  |
| --- | --- | --- |
| Yes, have access | 1 |  |
| No, but willing to gain access | 2 |
| No and not willing to gain access | 3 | **TERMINATE IF SELECTED AT a) AND b)** |

Q12. Do you consent to sharing your computer screen with the moderator for the purposes of this research?

**SINGLE RESPONSE**

|  |  |  |
| --- | --- | --- |
| Yes | 1 | **CONTINUE** |
| No | 2 | **TERMINATE** |

**[END]**