PARTICIPANT INFORMATION SHEET and CONSENT FORM

Title of Project: SETAP 2024-2025

Team number: C2

Team members: Basit, Steven, Andrew, Mat, Declan, Enoch

Name and Contact Details of Supervisor (if relevant): Claudia Iacob

1. **Invitation**

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3. **I agree to take part in the above study.**

   Name of Participant: Yasmin Jemimah Yang
   Date: 18/11/24
   Signature: Y.Y

Date: 18/11/24
Time: 19:14 - 19:50
Interviewer: Basit
Location: Virtual (via Discord)

Introduction

Interviewer:

Hello there, thank you for your time, I just have 10 questions for you in regards to our application.

Interview Questions & Responses

1. What are the most important details to track for a placement (e.g., location, salary, role, deadline, progress status)? How would you like this information to be grouped or categorised (e.g., by status, company, or job type)?

Participant:
I think the most important factors are: how much you're getting paid, your job description, your progress, the type of placement (it might be full-time or summer), location and if it is remote.

Interviewer:
And how would you like these placements to be grouped?

Participant:
I think job type would be best and maybe company if there's several jobs from one company.

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2. What specific actions do you expect to perform on a placement tracking application besides adding new placements (e.g., marking priority, setting reminders, tracking deadlines, updating statuses)?

Participant:
I want to see deadlines, important dates such as events to do with the companies I've applied for. Also seeing the dedicated CV and Cover Letter for every application.

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3. How often do you expect to use this application, and on which device(s) do you primarily access similar tools (e.g., desktop, mobile, tablet)?

Participant:
I will be checking it every day to see what I have to do.

Interviewer:
Would you want to stay logged in or log in every time you visit the website?

Participant:
I want there to be a saved password feature to make log in easy.

Interviewer:
And what devices do you primarily access similar tools?

Participant:
On my Ipad, Iphone, and Macbook.

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4. What features of your current placement tracking system or tool do you find useful, and what limitations would you like this application to address?

Participant:
I use a spreadsheet which has the placement, job type and status.
The strengths of the spreadsheet is that it clearly represents the placement and if I have applied or not. It shows me everything I have done in one place, easy to read and in my face.
The weakness is that although clear, it's messy and chaotic visually. Their colours are everywhere so it may be a little confusing sometimes. I want your app to categorise placements based on all the different progress points e.g. do assessment, do interview and so on just so it's easier to read.

Interviewer:
So in three points how can we make our app better than your current system?

Participant:
1. I want it to be categorised like I said, into what I need to do to progress
2. I don't want there to be colours everywhere, I want there to be colours but presented in a non chaotic way, maybe use icons for stuff like application done in my spreadsheet and when rejected then you can use red or something like that.
3. More clearer headings and subheadings. Just make everything clearer so it's easier to read

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5. How do you prefer placement information to be represented visually? (e.g., as a list, on a calendar, using colour coding or icons for progress). Should the application provide sorting and filtering options for better usability?

Participant:
I don't want it to be a calendar, I might find that confusing. I want it more like a checklist like I

have right now but also sort it in due soonest. Use green for applied and for rejected you can use a X mark and for accepted a tick

Interviewer:
What other sorting/filtering options should we have?

Participant:
Sort it in terms of what you need to do like I mentioned previously, show it by what it is you need to do, for example placements that you need to do interviews for all show up first, then questionnaires then so on. Also filter it by these to do categories. You can implement a priority system where you prioritise the placements you want the most, these can then be filtered or sorted too.

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6. What type of notifications would you like to receive (e.g., upcoming deadlines, interview reminders)? What is your preferred notification method (e.g., email, push notifications, in-app alerts)?

Participant:
Upcoming deadlines, interview reminders, literally everything. Obviously not constant but like a week before then maybe 3 days before. And my preferred notification method is email and text message, you should make it optional to be either one.

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7. Would you find a to-do list or checklist for placements you plan to apply for helpful? How should these tasks be organised or categorised?

Participant:
Yeah of course but I would need the link for the placement included so I know where to go, otherwise I will just forget where to do it. These should also be categorised by the deadline coming up the soonest.

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8. Would you prefer a minimalist or feature-rich design for the application? If minimalist, what key information should be included on the main dashboard?

Participant:
I want a minimalist approach, I get overwhelmed and overstimulated kind of easily so lots of information all at once would be hard for me to process. On the main dashboard I would like it to have my top 5 applications sorted by the date it is due and what I have to do, not a lot of information but enough to know what is upcoming.

Interviewer:
Anything else?

Participant:
There should also be a small box with like the 3 soonest deadlines for applications that you WANT to do too.

9. Should the application allow you to create profiles for different roles (e.g., Data Analyst, Software Developer), or do you prefer to keep all placements in a single profile?

Participant:
Yeah having profiles split based on roles would be much better and it keeps it neat too.

Interviewer:
So then on the dashboard, would you want the applications from these profiles to be mixed or separate dashboards for separate roles?

Participant:
Having it mixed should be fine since it's just a brief overview of everything.

10. Do you have any special requirements or accessibility needs that the application should consider (e.g., specific layouts, mobile app version, or multi-language support)?

Participant:
No, not me personally.

Conclusion

Interviewer:
Thank you so much for your detailed responses. This information will be incredibly valuable in designing the application. If we have any follow-up questions, would it be okay to reach out to you?

Participant:
Yes, it would be okay, I'm glad to have helped.

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3. **I agree to take part in the above study.**

   Name of Participant: Ali Mesim Ghezal
   Date: 25/11/24
   Signature: A.G

Date: 25/11/24
Time: 21:12 - 21:45
Interviewer: Basit
Location: Virtual (via Discord)

Focus Group Questions & Responses

1. What are the most important details to track for a placement (e.g., location, salary, role, deadline, progress status)? How would you like this information to be grouped or categorised (e.g., by status, company, or job type)?

Participant:
I would say the most important ones would be location and salary which are the two main ones and have it sorted by date applied.

Interviewer:
Would you appreciate more options of sorting too, such as role and alphabetically for example? And would you only just want the location and salary?

Participant:
Yes a variety of sorting and filtering options would be good. And no I would also like there to be the name of the company, date applied and status such as the first interview with the deadline next to it.

---

2. What specific actions do you expect to perform on a placement tracking application besides adding new placements (e.g., marking priority, setting reminders, tracking deadlines, updating statuses)?

Participant:
Tracking deadlines cause some of them you have to complete the test by a certain date as well as a priority one as I value some placement opportunities more than others and this should be translated within the system.

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3. How often do you expect to use this application, and on which device(s) do you primarily access similar tools (e.g., desktop, mobile, tablet)?

Participant:
3-4 times a week and mainly on my computer.

Interviewer:
Would you appreciate it being mobile and tablet too?

Participant:
Not me personally, I would mainly use it on pc so there would be no use for me if it was on my phone or tablet.

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4. What features of your current placement tracking system or tool do you find useful, and what limitations would you like this application to address?

Participant:
I use Google Sheets to track my placement. It allows me to have all the details in one clearly formatted table and it is easy to access as I just need to open Google and go to Drive.
What I don't like about it though is for columns such as Job Description and Job Title I never fill it out because it's not necessary and is tiresome.

Interviewer:
Would you like there to be a drop down box that selects the role and description generally that can be edited if you want to make it specific too?

Participant:
Yeah that would be a good way to make it so that I don't have to manually fill it out but the information will still be there.

Interviewer:
And you mentioned ease of access, currently we have a login system in mind. This would hinder the ease of access as you would have to log in each time. Would you like a "Remember Me" type of feature within the log in so that it is much easier to access the web application?

Participant:
Yeah that would be perfect.

---

5. How do you prefer placement information to be represented visually? (e.g., as a list, on a calendar, using colour coding or icons for progress). Should the application provide sorting and filtering options for better usability?

Participant:
Icons for progress would be good, different icons for different statuses and I would rather it be a list for the sake of simplicity and ease of understanding. I already answered sorting and filtering.

---

6. What type of notifications would you like to receive (e.g., upcoming deadlines, interview reminders)? What is your preferred notification method (e.g., email, push notifications, in-app alerts)?

Participant:
Upcoming deadlines definitely, also interview reminders so that I can be reminded to practice for my interview X amount of days before the actual interview.

Interviewer:
And how many days before the deadline or interview would you like to be notified?

Participant:
I would probably want it to be customisable but at base case, 3 days before probably. And probably by email would be better.

---

7. Would you find a to-do list or checklist for placements you plan to apply for helpful? How should these tasks be organised or categorised?

Participant:
Yeah a To-Do list would be helpful, sorted by their deadline dates.

---

8. Would you prefer a minimalist or feature-rich design for the application? If minimalist, what key information should be included on the main dashboard?

Participant:
I prefer minimalist with the main dashboard having a couple applications and a couple of To-Do's. If there is too much info I wouldn't read it.

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9. Should the application allow you to create profiles for different roles (e.g., Data Analyst, Software Developer), or do you prefer to keep all placements in a single profile?

Participant:
All in one, switching between profiles would be a long process and I would rather a filtering option, filtering the roles you applied for

Interviewer:
What if we could swap between your profiles at the click of a button, to make the process much faster?

Participant:
I would still prefer all within a single profile as I would want to see all my applications in one single place

10. Do you have any special requirements or accessibility needs that the application should consider (e.g., specific layouts, mobile app version, or multi-language support)?

Participant:
No, not me personally.

Interviewer:
Any that you think we should consider?

Participant:
No, I don't think so.

Conclusion

Interviewer:
Thank you so much for your detailed responses and time. If we have any follow-up questions, would it be okay to reach out to you?

Participant:
Yeah that would be fine..

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3. **I agree to take part in the above study.**

   Name of Participant: Olivia Greene
   Date: 27/11/24
   Signature: O.E.G

Date: 27/11/24
Time: 8:39pm - 9:20pm
Interviewer: Andrew
Location: Interviewer's Home

Focus Group Questions & Responses

1. What are the most important details to track for a placement (e.g., location, salary, role, deadline, progress status)? How would you like this information to be grouped or categorised (e.g., by status, company, or job type)?

Participant:

Ideally, I would like it to be categorised by how close the upcoming deadline for something is but it would be useful if I could sort-by other things too, depending on what i'm searching for.

---

2. What specific actions do you expect to perform on a placement tracking application besides adding new placements (e.g., marking priority, setting reminders, tracking deadlines, updating statuses)?

Participant:

Similar to the previous answer, I would like to have reminders set so I know how urgent it is to get a task done or know when my next interview is. I would mainly use the web application to keep track of how many days left I have to do things, because I leave things last minute a lot.

---

3. How often do you expect to use this application, and on which device(s) do you primarily access similar tools (e.g., desktop, mobile, tablet)?

Participant:

Well obviously phone but also on my laptop too. As a student, I am always using my laptop to do my work so it makes sense I would check the progress of my applications when I'm doing all my other work. If I had an application for a placement that I really wanted to get, I would be checking it every day, so it'd say everyday or at least 4 times a week.

Interviewer:

You said "obviously phone"?

Participant:

Because it's always on me - it's the most accessible device I have.

---

4. What features of your current placement tracking system or tool do you find useful, and what limitations would you like this application to address?

Participant:

To be honest, I don't really have a system in place to keep track of my placements, I just kind of have a lot of emails that I'm struggling to keep track of and sometimes I'm getting rejection responses from places I forgot I've even applied for.

Interviewer:

Ok so just having a dedicated place to store emails, or applications, would help in general?

Participant:

Yeah and having it free from other irrelevant stuff that clutters it would make life easier. I wouldn't want there to be an advert in the middle of my list of applications.

---

5. How do you prefer placement information to be represented visually? (e.g., as a list, on a calendar, using colour coding or icons for progress). Should the application provide sorting and filtering options for better usability?

Participant:

Colour coding is definitely a good idea. I feel like it's the easiest to distinguish when you're looking at it, you don't even have to read it properly. Yes I think it would be useful for the application to tell me things, for example, when I applied, how long i've been waiting maybe… what else… That's all I can think of.

---

6. What type of notifications would you like to receive (e.g., upcoming deadlines, interview reminders)? What is your preferred notification method (e.g., email, push notifications, in-app alerts)?

Participant:

Push notifications as in the ones that come up when you unlock your phone?

Interviewer:

Yeah.

Participant:

Yeah those are the ones that I'd notice the most. They can be annoying though. Sometimes when an email comes through you don't notice it. I'd have to go on the app to see in-app notifications and I might miss those.

---

7. Would you find a to-do list or checklist for placements you plan to apply for helpful? How should these tasks be organised or categorised?

Participant:

I think having something like a table or row of boxes I can just click would be simple. I would want it to be categorised the same as however I have the placements listed, like in alphabetical order or whatever I chose.

---

8. Would you prefer a minimalist or feature-rich design for the application? If minimalist, what key information should be included on the main dashboard?

Participant:
Feature-rich can get cluttered and sometimes it's actually harder to find things if they are all just in front of you, while on the other hand minimalism can be easier if you have to click a few buttons to get somewhere. As long as it's intuitive and I can easily work things out on my own without prior knowledge of the app. It's made for students so taking examples from apps we already use would be good.

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9. Should the application allow you to create profiles for different roles (e.g., Data Analyst, Software Developer), or do you prefer to keep all placements in a single profile?

Participant:

I think you should have the option to see both and maybe there's where a filtering option on the app could be useful. Because say, you don't apply to that many, you could have them in one list and it wouldn't be hard to read at all.

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   Name of Participant: Yaa Nkansah, Tersoo Ityav, Alexander Amoh Agyemang, Ayomide Osineye, Feranmi Muraino, Roland Johnson
   Date: 30/11/24

<div align="center">

Focus Group Details

</div>

Date: 30/11/24
Time: 18:30 -19:15
Interviewer: Enoch
Number of Participants: 5
Location: Physical

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Focus Group Questions & Responses

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Warm-up (Engagement) Questions

1. If you could work anywhere in the world, where would it be?

Participant A: Dubai

Participant B: Sweden

Participant C: Monaco

Interviewer: Do you have a specific reason?

Participants A&B: Both countries have strong economies.

Participant C: Allegedly, Monaco does not collect taxes.

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2. How are your placement search and applications going so far (if you have started)?

Participant A: The placement search has been incredibly competitive. It's so intense that I've decided to defer it until after my final year.

Participant B: It has been demanding, but that's okay. I have received many rejections, but I will keep applying.

Participants C, D, & E: My search is slow, and I have yet to start applying.

Interviewer: Thank you all. We will now move to the primary questions.

Exploration (Primary) Questions

3. What problems have you experienced in applying for placements?

Participant B: I have had trouble remembering the deadlines because of my other responsibilities. Adjusting my CV for each company has also been stressful. Finally, receiving rejection letters after rejection letters is discouraging.

Participant D: I often do not have the experience required for the jobs I am interested in.

Interviewer: How might this app assist you with those problems? What features should it include?

Participant A: It could help with organisation by providing reminders, checkboxes, custom notes on each application, etc.

Participant D: Since I will likely apply for multiple placements, I would appreciate a search bar for easy navigation.

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4. What features of your current placement tracking system or tool do you find useful,

Participant A: I use TargetJobs. I appreciate having a search bar to track my applications.

Participant B: I am currently using Google Sheets. I like how it presents everything on one page; I do not have to click many buttons to track my progress.

---

5. What limitations have you encountered using your current tracking system?

Participant A: TargetJobs sends me many unnecessary notifications, which I dislike.

Participant B: Google Sheets' user interface lacks colour and visual appeal.

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6. Having discussed the limitations of your current tracking system, what other general system features do you dislike?

Participants A, B and D: Advertisements and long loading times

Participant C & E: Having to pay for a system's services

Interviewer: Understood. Is there anything else one of you would like to add?

Participant B: I detest a user interface that is too complicated. I prefer a system with a simple, easy-to-navigate user interface.

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7. How has Artificial Intelligence (AI) helped you in your applications so far (if you have used it)?

Participant D- In other job applications, AI has helped me organise the information on my CV in the specific way the employer wants.

Exit Questions

8. Is there anything else this focus group has yet to discuss that you want to share?

Participant A: The process of applying for a placement is quite demanding. The system could offer valuable tips, such as answering interview questions, to aid in this process.

Participant B: I mentioned being discouraged by constant rejections. I would appreciate it if your system occasionally sent encouraging messages such as, 'You are doing great; keep it up!' or, 'Good luck in your interview—you'll be awesome!'

Conclusion

Interviewer: Thank you all for participating. Your constructive responses are essential to our project. If you all remain seated, I will now distribute the food promised for attending.