# Usability Test Screener

## Introduction

Hello, my name is \_\_. [Organization] is seeking [type of people] to take part in a usability test of a [type of Web site].

[Provide context here on the purpose of the study, location, special considerations, date/time of the sessions, and why the person’s involvement will benefit him or her (such as helping the public, improving a resource he/she will use, etc.]

Does this sound like something that interests you? Before I schedule you for a session, do you have a few moments to answer some questions?

## General Questions

[Customize this by dropping or adding questions so that it reflects your site’s primary audience]

1. Are you male or female? [Recruit a mix of participants]
2. Have you participated in a [focus group or usability test] in the past six months?
3. Do you, or does anyone in your home, work [in a field or employer that would disqualify you from participating, e.g., web designer, government employee, etc.]?
4. Which of the following best describes your age? [18 to 25; 26 to 39; 40 to 59; 60 - to 74; 75 and older]
5. Which of the following best describes your personal income? [e.g., under $25,000; between $25,000 to $35,000, etc.]
6. Which of the following best describes your race or ethnic group? [e.g., Caucasian, Asian, Black/African-American, Latino/a or Hispanic, etc.]

## Professional Demographics

[Customize this to reflect your site’s primary audience]

1. What is your current position and title?
2. How long have you held this position?
3. Which of the following best describes your work environment? [e.g., commercial business, nonprofit, government agency, self-employed, etc.]
4. Where [location] do you currently work?
5. Which of the following describes your highest level of education? [e.g., some high school, high school graduate/GED, some college, college graduate, postgraduate (MA/PhD), other (explain); recruit a mix]

## Computer Expertise

[Customize this to reflect what you know about your site’s audience; recruit a mix of computer experience]

1. Do you use a computer? [If no, terminate]
2. Beside read email, what are typical activities you do on the computer? [e.g., gaming/entertainment; reading the news; shopping/banking; graphic design/digital pictures; programming/word processing, etc.]
3. About how many hours per week do you spend on the computer? [Recruit a range of use, e.g., 0 to 10, 11 to 25, 26+ hours per week]
4. What computer platform do you usually use? [e.g. Mac, Windows XP, etc.]
5. What Internet browser(s) do you usually use? [e.g., Firefox, IE v.6, AOL, etc.]
6. In the last year, how often have you visited the [Web site] to locate information? [A couple of times in the last year; about once or twice a month; about once or twice a week; often/daily; never]

## Domain Knowledge

[You may wish to develop a series of questions asking about participants’ knowledge in your site’s subject matter]

* Language skills [e.g., Native Spanish speakers]
* Awareness of domain area
* Self-rating of expertise or comfort in domain area [e.g., scale of 1 to 5 or 1 to 10]
* Technical knowledge [e.g., programmer, web designer, researcher, etc.]
* Years of experience in the technical field
* Use or knowledge of “competing” or similar sites or products

## Contact Information

[If the person matches your qualifications, ask] May I have your contact information?

* Name of participant:
* Address:
* City, State, Zip:
* Daytime phone number:
* Evening phone number:
* Alternate [cell] phone number:
* Email address:

Those are all the questions I have for you. Your background matches the people we're looking for. Would you be able to participate on [date, time]?

Before your session starts, we will ask you to sign a release form allowing us to videotape your session. The videotape will only be used internally for further study if needed. Will you consent to be videotaped?

[If you are paying participants or offering some form of compensation, mention] For your participation, you will be paid [amount].

This study will take place in our usability lab at [location]. I will confirm your appointment a couple of days before your session and provide you with directions to our office. What time is the best time to reach you?