



**Canolfan
Gwasanaethau
Cyhoeddus Digidol**

**Centre for Digital
Public Services**



Ariennir gan
Lywodraeth Cymru
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User Research – Recruitment screener

[Project title here]

[Researcher's name and project team name here]

Date: [dd/mm/yyyy]

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Instructions for the researcher:

- A recruitment screener should be used to define the types of participants you need to recruit for your research. This can either be used to recruit as a team with an internal process or to share with a third-party recruiter to recruit on your behalf.
- Please complete an [information sheet](#) and [consent form](#) before completing a recruitment screener
- Make sure you have written a project background and objectives with your team's input
- Update all highlighted text for your project
- Update the project title, and researcher's name and team name
- Update the date to the current date
- Share your recruitment screener with your team for comments and make sure that you are including a diverse and representative sample of users

Sessions

There will be [number] interview sessions run via [software] on [date/s of sessions].

We will run the sessions at the following times:

- Session 1: [dd/mm/yyyy] at [00:00 – 00:00]
- Session 2: [dd/mm/yyyy] at [00:00 – 00:00]
- Session 3: [dd/mm/yyyy] at [00:00 – 00:00]
- Session 4: [dd/mm/yyyy] at [00:00 – 00:00]

Participant profiles

This section should include the criteria of the people who you want to include in your research. This should be inclusive of everyone who might need to use your product/ service. Tip: as a general rule of thumb, when recruiting from the general public try to include 2 people in your research who: are from a Black or Minority Ethnic group, have a disability or access need, or are from a low or no income household for every 6 people you recruit where possible.

We plan to recruit the following types of participants:

- [Recruitment criteria 1]
- [Recruitment criteria 2]
- [Recruitment criteria 3]

Recruitment method

How will you recruit these different users? Different user groups might require different methods. This might include via social media, online forums, posting leaflets in community locations, databases of people that you have permission to contact etc.

We plan to recruit these users via:

- [Method]
- [Method]

Incentives

Incentivising participants may encourage participation, but double check whether you have budget and permission to do so.

We will incentivise each participant a [£00] voucher for taking part in our research.