*Ein Bild, das Text, Schrift, Grafiken, Design enthält.

KI-generierte Inhalte können fehlerhaft sein. Institut für Psychologie*

*AG Neuropsychologie*

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Ansprechpartner für eventuelle Rückfragen:

*Tim Dreßler*

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**Checklist for tid\_psam Recruiting**

**Recruiter:**

**Date:** XX.XX.2025

**Subject Name:**

**Appointment:** XX.XX.2025

**Not any problems that occurred here:**

**Before making an appointment**

* All inclusion criteria present? 
  + Age: 18-40 years
* No exclusion criteria present? 
  + Uncorrected visual impairments
  + Hearing loss
  + Mental or neurological illnesses (including former and current stuttering)

**When making an appointment**

* Quickly explain study
* Lab 3 available?
* No appointment on Wednesday mornings (Lab is reserved for another study)

**After making an appointment**

* Lab 3 reserved for 30min before the appointment and 20min after the appointment in the calender? Using: Lab 3: tid\_psam, *YOUR NAME*
* Enter Data in tid\_psam\_payment\_data.xlsx
* Confirmation E-Mail sent?
* Reminder E-Mail for 24h before the appointment scheduled?

If everything is ok look for the next available subject ID and mark it as used in tid\_psam\_available\_IDs.xlsx

**Save this document as a pdf using the naming convention**

***lastname*\_checklist\_recruiting**