



SAMPLE_Screener to Recruiter for 'Secure Mail User Testing'
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Date: 02/08/2018

Contact: Amy (Ying-An) Chen, 000@sample.com, 123-456-7891

Requirement Needs:

6 participants in total: 1 per session; 6 sessions on February 14th (W)

- Checks work email and work calendar on a mobile email app
- Does not work for Citrix and [competitor company list]
- Able to participate in a 30-minute in-person session in Santa Clara

Instructions to scheduled participants:

Address: **Company (Lab) Address.**

1. Please arrive 5-10 minutes before our research session. Tell front desk that you're here for Amy Ying-An Chen and give them your name. You will get a visitor badge.
2. Front desk will notify us. We will come greet you and escort you to the research activity.
3. If the front desk person is not available (after 5 pm or on weekends), please text or call me by 123-456-7891.
4. If you are driving, feel free to park in our visitor parking lot in front of our building.

NOTES

- Please collect signed consent forms:
 - Consent form link: <https://ooo>
 - Consent completion report link: <https://000>
 - Access code: xxx
- Please create an Excel sheet or Google sheet with the participant responses, and note if they have completed the consent form.

Screener

Hello! Thank you for your interest. We're looking for people who use email mobile app for work to participate in a research study to understand the design preference for the current design we have.

This will be a 30-minute individual face-to-face research session in Santa Clara.

Please complete this form to participate. We'll review and invite qualified participants to our research sessions. Participants will receive \$\$.

1. When was the last time you participated in a research study?

- Within the past 3 months → DO NOT SELECT
- 3-6 months ago → DO NOT SELECT
- 6-12 months ago



- Over a year ago

2. How frequently do you check your work email on your cellphone?

- Never → DO NOT SELECT
- Monthly
- Weekly
- Daily → PREFERRED FOR THE STUDY

3. How frequently do you check your work calendar in your cellphone?

- Never → DO NOT SELECT
- Monthly
- Weekly
- Daily → PREFERRED FOR THE STUDY

4. Which kind of cellphone do you use to check your work email and/or work calendar?

- Apple smartphone (Skip Q5. And jump to Q6.)
- Android smartphone
- Other → DO NOT SELECT

5. What is your primary mobile email app for work? (Skip Q6. And jump to Q7.)

- [competitor company list]
- Other: _____
- I don't use a mobile email app for work → DO NOT SELECT

6. What is your primary mobile email app for work?

- [competitor company list]
- Other: _____
- I don't use a mobile email app for work → DO NOT SELECT

7. This session will be recorded. Would you agree to have the session recorded?

- If "Yes"
- If "No" → DO NOT SELECT



8. Contact Information:

First Name _____

Last Name _____

Job Title _____

[Do not schedule people who have the following job titles: user experience design, visual design, user research, front-end development related title]

Company Name _____

[Do not schedule people who work for {competitor company list}]

Industry _____

Email Address _____

Cellphone number _____

Street Address _____

City _____

State _____

Zip Code _____

Country _____ USA _____

12. Please indicate all available dates and times that you are available to attend the 30-minute session in Santa Clara. All times are in California Pacific Time (PT).

Date	Time (PT)							
2/14 (Wed)	10- 10:30am	11- 11:30am	12- 12:30am	1-1:30pm	2-2:30pm	3-3:30pm	4-4:30pm	5-5:30pm
3/1 (Thu)	10- 10:30am	11- 11:30am	12- 12:30am	1-1:30pm	2-2:30pm	3-3:30pm	4-4:30pm	5-5:30pm

Thank you! We will review the responses and contact you shortly.