

INTERVIEW FOR SURVEY RESEARCH POSITION

Name _____ Date _____

Address _____ Phone _____

City _____ State & zip _____ Phone _____

E-MAIL ADDRESS: _____

Have you any past experience as an academic research data collector? Yes No

Are you willing to work days, evenings and weekends on an on-call basis? Yes No

How about a 4 hour shift for three or more days? Yes No

What is your major? _____ # of credits enrolled? _____ Total _____

What year of school are you in? _____ What is your typing speed? _____

Have you had any direct computer (data entry) experience? Yes No

If yes, briefly describe _____

Have you ever done any type of telephone work? Yes No

If yes, briefly describe _____

What types of software have you used (i.e. WordPerfect, MS Word, SPSS, etc)?

Please list/describe _____

Would you be able to read from a script?

Yes No

The following are some of the conditions of this position:

1. 20-28 hours per week work week/schedule yourself
2. Hours of operation: 10am-9pm Monday through Friday, Sat 10am-4pm. Sun. 1pm-9pm
3. Some weekend hours required
4. GPA Above 2.0
5. High School Diploma
6. Mandatory Attendance at all paid training sessions

FOR OFFICE USE ONLY

Will applicant take Data Entry Test? Yes No

Date _____

Time _____

Hire applicant to do data entry? Yes No

Hire applicant as telephone interviewer? Yes No

Interviewer's impression of applicant's communication skills:

Interviewer's impression of applicant's telephone voice (clarity, tone, pace):

Reason(s) applicant not hired:

QUESTIONS FOR POTENTIAL INTERVIEWERS

1. Tell us a little about yourself?

2. We require that you work at least a 4 hour shift, would this fit into your schedule?

3. Is scheduling three weeks in advance a problem?

4. If you have a problem at work are you more apt to work it out on your own or would you involve a Supervisor?

5. We monitor on a daily basis. How do you take constructive criticism?

6. Will you be able to conduct highly sensitive interviews without passing judgment on the people whom you are interviewing? Remember that some of these sensitive issues may go against something that you strongly believe in.

7. When you're here working we require that you pay attention to the telephone call that you are making and be completely prepared to speak if someone answers the phone. This means that you cannot talk with others in the survey lab, write a grocery list, draw, or do homework while you are making calls. Some people feel that because they are only calling RNA's (Ring No Answer's) that it is fine to do something else, how do you feel about this?

8. Will you be able to follow a strict protocol even if you do not agree with it? (Calling telephone numbers 15 times, probing, soft refusals, detailed memos, etc...)

9. Do you speak any languages other than English?

10. If you were not to pass training how would you handle not being hired?

11. How did you first learn about the telephone interviewer position?

12. Job References

13. Interviewer Hours

Specifically what hours can you work, including weekends?

(Part-Time or Full-Time?)

There are no guaranteed hours. There are no exclusive hours. Generally, your working hours are spread out over the week. You must work the majority of your scheduled shifts until closing, and one quarter of your working hours must be spent during the weekend period monthly. Typical schedules for employees are Monday-Friday from 10am-9pm and Saturday from 10-4pm and Sunday 1pm-9pm.

Below is a time block schedule. Please review it and indicate which days and times you are available to work. Shaded areas indicate times telephone interviewing is not available.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10:00am	-----						
11:00am	-----						
12:00am	-----						
1:00pm							
2:00pm							
3:00pm							
4:00pm							-----
5:00pm							-----
6:00pm							-----
7:00pm							-----
8:00pm							-----
9:00pm							-----

Signature: _____

Date: _____

14. Are you employed at another job on campus, or with the Nevada Systems of a Higher Education?

If so, where and for how many hours per week?

(Includes UNR, TMCC, WNCC, UNLV and others)

****If hired for position we require a copy of your Social Security Card, and valid Drivers License (or International Documents) Prior to the Training Date. ****

STUDENT ONLY QUESTIONS (STUDENT APPLICATION)

Are you a student? Where? How many credits? And if yes, what is your current GPA?

School?

Credits?

GPA?

Will you be here for semester breaks, summer, and/or next year?

Winter Break YES _____ NO _____ Don't Know _____

Spring Break YES _____ NO _____ Don't Know _____

Summer Break YES _____ NO _____ Don't Know _____

Plans for next Year?