Usability Testing Guidelines

Screening questionnaire for recruiting participants (for remote study)

Hello,

Thank you for signing up to be part of usability testing at IEEE.

I am a usability researcher working with IEEE, and I am contacting you to see if you are available for our upcoming usability test.

The 1-hour sessions will be held on [insert Day, Date (dd-mmm) here] [using GoToMeeting, an online meeting tool].

If you are interested in participating in this usability study, and are available that day, please answer the questions** below. I will contact you to confirm a specific appointment and give you connection information.

* denotes required field

Name:*

Age:*

Gender:*

○ Male   ○ Female

Company/School

Country

Town/City

How can we contact you?

Daytime Phone number (Please include country code):

E-mail address:*

To which of the following organizations or IEEE societies do you currently belong?* (Please check all that apply)

☐ IEEE
☐ Engineering in Medicine and Biology Society (EMBS)
☐ Bioimaging and Signal Processing Technical Committee
☐ Signal Processing Society (Biomedical
☐ Other Professional Organization (Please specify below)
☐ None of these

Which of the following describes the career stage you are currently in?*

○ Student - Undergraduate
○ Student - Graduate
○ Early Career
○ Mid-Career
○ Late Career

What is your current field of work or study? (Please type in your response)

<div style="border:1px solid #000; height:1.5em;"></div>

If you are a professional, what is your current job title? (Please type in your response)

<div style="border:1px solid #000; height:1.5em;"></div>

We are offering a $[enter amount here] honorarium for your participation to be provided upon completion of the session. Please provide the mailing address to which you would like the honorarium sent:

Address line 1: _____

Address line 2: _____

City: _____

State: _____   Zip code: _____

Country: _____

(vendor signature with IEEE address)

At IEEE, contact:
[insert a contact person from internal project team]
[insert contact phone and e-mail address]

** The questions provided above are sample questions and need to be modified to suit the type of usability testing participants the screening questionnaire is sent to.