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)

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

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.