

## Retailer Education Store Manager Recruitment Materials: Telephone Screening

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### Introduction

Hello, my name is <name> and I am calling to talk to the manager or owner of <retailer name>.

Hello, this is <name> with Decision Partners. I'm calling about a research project that we're doing on behalf of the Food and Drug Administration (known as the FDA). As part of the project we are speaking with store managers like yourself to better understand what it's like to manage a store that has to comply with laws around the sales of tobacco. The project is being done to help the FDA develop better materials for retailers about these laws. I'm calling to see if you would be willing to do a telephone (in-person) research interview as part of this project. The information you provide in the interview as well as your participation in the study would be private. We wouldn't use your name in anything we report. Additionally, your employer will not be notified of your participation in this interview, nor will they have access to the information you provide during the interview. It would take about 45 minutes and we could schedule if for a time that would be convenient for you. The interviews will take place in a neutral, private location of your choice and will be conducted outside of your business hours. To thank you for your time, we're offering \$50. Would you be willing to do an interview?

### Screening Questions

*If no:* Thank you for your time.

*If yes:* I have a few questions to make sure that you would be an appropriate person for our interview:

1. *If we do not know the type of store:* Can you tell me what type of store you work at? For example, is it a convenience store, a gas station or some other type of store?  
*If they are a pharmacy, restaurant, or liquor store:* Thank you for your time, but at this time we are not looking to interview people from your kind of store.
2. Would you be comfortable doing the interview in English?  
*If no:* Thank you for your time, but at this time we are only able to do the interviews in English. Is there is someone else in the store we might be able to talk to?
3. *If Yes:* Are you at least 18 years old?  
*If no:* Thank you for your time, but at this time we are only doing interviews with employees who are at least 18. Is there is someone else in the store we might be

Appendix D: Manager Screener

able to talk to?

4. Does your store sell cigarettes or smokeless tobacco products?  
*If no:* Thank you for your time, but we are only doing interviews for stores that sell cigarettes or smokeless tobacco.

5. Do you supervise, manage or train other employees who work at the register and sell tobacco products?

*If yes:* We would certainly like to do an interview with you. [schedule as manager]

*If no:*

6. Do you ever work at the register and sometimes sell cigarettes or smokeless tobacco to customers?

*If yes:* We would like to do an interview with you. [schedule as clerk]

*If no:* Thank you for your time, but we are only doing interviews with clerks who sell cigarettes or smokeless tobacco.

7. How long have you been employed at your current job? \_\_\_\_\_

8. How would you describe your race?  
[DO NOT READ OPTIONS. Circle all options given by respondent. ]

(1) Hispanic

Non-Hispanic

(2) White

(3) Black or African American

(4) American Indian or Alaska Native

(5) Asian

(6) Native Hawaiian or Other Pacific Islander

(7) Multiple races mentioned

(8) Other: \_\_\_\_\_

9. Confirm respondent's sex.

\_\_\_ Male

\_\_\_ Female