

## Respondent Identification Form for Contact Procedures Pretest

INTERVIEWER, TRY TO IDENTIFY A RESPONDENT:

- REFER TO INFORMATION ON RESPONDENT TITLE FROM 2012
- TYPICALLY, YOU WANT TO SPEAK TO THE BUILDING MANAGER OR A PERSON KNOWLEDGEABLE ABOUT THE TYPES OF ENERGY USED IN THE BUILDING.

ONCE YOU IDENTIFY THE RESPONDENT:

Is this building larger than 1,000 square feet?

- 1,000 square feet or less (1,000 square feet is approximately 2 times the size of a two car garage)
- 1,001 square feet or more

### Contact Information

We'd like to collect your contact information so we can email you an invitation and link to the online questionnaire.

COLLECT RESPONDENT CONTACT INFORMATION:

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Phone number 1: \_\_\_\_\_

Phone number 2: \_\_\_\_\_

Email: \_\_\_\_\_

Here is a card with information about getting to the website to complete the interview. GIVE RESPONDENT THE "{ROAD MAP/EIA LETTER}." We will also email you a link to the survey. The survey should only take about 10 minutes and will really help us improve our materials for the main study. Please try to complete the survey within the next few days.

### Mode Preference

(ASKED OF HALF OF THE RESPONDENTS) Now, pretend that your building has been selected for the main CBECS study next year, and you've been identified as the best respondent to answer the questions for the Department of Energy. The interview takes about an hour to complete. You can either complete it on the web - as an online questionnaire - or we can send an interviewer here to complete the interview in-person. Which do you think you'd prefer? And why?

- ONLINE \_\_\_\_\_
- INTERVIEWER-ADMINISTERED \_\_\_\_\_

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INTERVIEWER: DO YOU SEE A LAPTOP, DESKTOP, OR OTHER COMPUTER AVAILABLE FOR EMPLOYEE USE?

- LAPTOP COMPUTER
- DESKTOP COMPUTER
- TABLET (IPAD, SURFACE)
- OTHER, SPECIFY \_\_\_\_\_

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### ***Feedback on Materials (IF POSSIBLE DEPENDING ON RESPONDENT-INTERVIEWER RAPPORT, ETC.)***

During the main study, we'll provide materials like this to all potential respondents. GIVE RESPONDENTS ADVANCE LETTER AND BROCHURE. Please take a few minutes to review these.

**Advance Letter:** What part of the letter is most helpful? Is there additional information you'd like to see? Is there information we should delete? What else would be helpful to respondents such as yourself?

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**Brochure:** What part of the brochure is most helpful? Is there additional information you'd like to see? Is there information we should delete? What else would be helpful to respondents such as yourself?

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