

### Verification of Telephone Interviews

Interviewer Name \_\_\_\_\_

Client ID# \_\_\_\_\_

Respondent Name \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Date of Verification Attempt	Time	Supervisor	Result Code	Comments

Result Codes for Attempts    **CB**=Call Back    **NA**=No Answer    **BZ**=Busy    **CV**=Completed Verification

*Script: Hello, My name is \_\_\_\_\_. I'm calling from (Name of Agency) to verify a call by one of our interviewers regarding a survey you completed on (Date-from above). Can answer a few questions for me?*

Question	Yes/No	Comments
1. Was the interviewer courteous?		
2. Did the interviewer sound professional?		
3. Did the interviewer explain the purpose of the call?		
4. Did you ask the interviewer questions? Did the interviewer answer your questions?		
5. What convinced you to participate in the survey (Advance letter? The telephone interviewer?)		
6. Do you have any questions or comments for me?		