

2024 June Area Prescreening Training Checklist

Done Home Study

- Verify that all contents of the Training Folder and Supply Bags. Contact the Regional Field Office if something appears missing.
- Contact your supervisor and/or the GLR Office if there is a discrepancy in your assignments.
- Read the questionnaire(s), specifically noting changes from previous years.
- Review Interviewer Manual(s). Make notes as needed.
- Review Content on the Purdue/GLR Website Survey Pages.
- Review Practice Exercises on Purdue Site. Make notes as needed.
- Watch All June Area Prescreening Training Videos lined on the Purdue GLR Website.
- Complete June Area Enumerator Quiz. Prepare to review answers with your supervisor.
- Make sure you have the most up to date version of CAPI and operating system installed on your iPad.
- Enter data from the Practice Prescreening Exercise into CAPI Training.
- Practice use of the grids to measure parcels from the practice prescreening exercise or one of your aerial photos.
- Document all questions, concerns, issues or problems with questionnaire(s), manual(s), or videos.
- Document questions, concerns, issues, or problems with videos and quiz.
- Contact your supervisor to discuss how and when you will meet for your region's mini-school.

Done Teamwork with Supervisors and other Enumerators in Groups:

- Meet with Supervisor for Mini-School.
- Verify that you have received all aerial photos and all segment envelopes for samples to be prescreened. Compare to both your paper sample listings and your CAPI listings.
- Review segment envelopes and review comments on Purple Sheets.
- REVIEW ALL ENUMERATOR COMMENTS on the sample listings in CAPI.
- Understand your supervisor's expectations for benchmark due dates, work to be reviewed by your supervisor, and how you are to complete your mock interviews.
- Understand that visits to the segment are limited and that some enumeration will need to be done by phone if you are unable to connect with operators face-to-face.
- Discuss with your supervisor strategies for how you will identify tract operators, verify tract boundaries over the phone for those who need to be called, and deal with difficult situations
- Discuss safety precautions required for work to be done in the field.
- Address questions you still have about this year's survey to your supervisor (the questionnaire, the videos, the quizzes, data collection strategies).
- Work with a partner (either your supervisor or another enumerator in your group) to conduct at least one mock telephone interview in order to get yourself comfortable with how you might collect this data over the phone. Consider using data from the Practice Prescreening Exercise as the basis for conducting the mock interview.
- Have your supervisor certify that you have been sufficiently "trained" and are ready to begin data collection.