**INTERVIEWER DESCRIPTION DOCUMENT FOR SHARE WAVE 10**

Please answer the questions and describe all measures that are in place with respect to the interviewers that are planned to work for SHARE Wave 10.

Please answer all questions with respect to *all phases and survey projects* that are part of the SHARE Wave 10 tender.

1. **Number of interviewers and supervisors**

* Number of interviewers planned to work for SHARE

*Please give an estimation of the number of interviewers planned to work for SHARE Wave 10 and a description of the calculation of this number. Please also indicate the number of interviewers allocated to each survey phase (field rehearsal, main data collection, etc.).*

* Number of supervisors the tenderer will employ for SHARE

*Please give an estimation of the number of supervisors planned to work for SHARE.*

* Number of interviewer-laptops available for SHARE

*Please give an estimation of the number of interviewer laptops available for the SHARE project.*

1. **Interviewer recruiting and/or selection procedures**

**Please indicate the selection process and number/share of selected interviewers matching the following criteria:**

* Prior SHARE experience (if applicable)

*Provide number or share of interviewers hired for SHARE with prior SHARE experience and description of selection process.*

* Other face to face experience

*Provide number or share of interviewers hired for SHARE with other face to face experience and description of selection process.*

* Other experience

*Provide number or share of interviewers hired for SHARE with other experience and description of selection process.*

1. **Interviewer Management during Fieldwork**

Please provide the following information:

* description of the support in place for interviewers that encounter “difficult” households
* a description of the tenderers procedure to make sure interviewers get feedback about their individual performance, based on the interviewing monitoring by SHARE ERIC

* a description of the tenderers procedure to improve the performance of interviewers with insufficient success rates or low data quality

* information about extent to which successful interviewers can be re-allocated to remaining difficult households

* a description of the tenderers procedure to make sure that the tenderers interviewer staff has the capacity to conduct SHARE interviews while balancing work for other studies

1. **Interviewer Payment**

Please provide detailed information about the payment system for interviewers (e.g. what is their base salary per completed interview, how much allowances per day is paid, what incentives are in place for good performance, how are contact attempts compensated, etc.). Please also provide information about payment for different types of interviews (e.g. panel and refreshment interviews), if applicable.

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Place and Date Binding, legally valid signature and stamp