



Getting Started

Need a good training script for a mock interview?

ScriptWriter

- Visual Basic .NET program that facilitates the creation of interviewer training scripts
- Enter specific training notes for questions through a stand-alone version of the Blaise instrument.
- Exports to html and Word doc

Scripts are used to:

- assess interviewer questionnaire administration
- ensure the quality of data
- standardize training elements

Home Study

You've got all of your training materials ready to go. Get your interviewers started early!

Moodle

Open source on-line learning platform

- Design your own project-specific courses
- GIT course available
- FSEC compatible

Includes:

- Assessments
- Evaluations
- Exercises
- Video lectures

Tools for Training

ScriptWriter input

ScriptWriter input interface showing a welcome message and a form for entering training notes. The form includes fields for Name, Title, and a large text area for notes. A "Continue" button is visible.

Inf. Chkpt Sect1.Sel.Int. Chkpt
Interviewer Checkpoint

- You have reached the end of the Informant Selection Info
- Once you ENTER[1] for "Yes", the Informant Selection Info will be locked away and you can no longer access it
- Have you completed the Informant Selection Info?

1. Yes
5. No

Trainer: Review this screen and let interviewers know what comes next if they press "yes" and enter, then, a signal box comes up presenting interviewer with three choices. Please review them.

Value: 1 (Yes)

Trainer Notes – Post-Interview collection in Blaise/Scenario for contacting Informant (s):

- You will suspend the interview here.
- After suspending interview, verify contact information on R's address screen.
- You will then press "Next" and select under the reason for suspension field, "Informant selection complete". Under location select "Any Home".
- Click next and enter an appointment call record, for Saturday, April 30 at 10:00am.
- Press next and complete the Contact Obs.
- After completing the Obs click "Finish."

Once back at the sample screen:
Iwer: May I speak to your wife, Dorothy?
R: She's at her sister's house in Ohio. She has her cell phone with her, so you can give her a call and ask. I'm not sure she will be interested, though. Interviews are not her thing.
Iwer: Thank you, I'll give her a call. I look forward to talking with you on Saturday at 10am. See you then.
R: OK, bye.

ScriptWriter output

HRS New Cohort Home-Study Course

ScriptWriter output interface showing a welcome message and a form for entering training notes. The form includes fields for Name, Title, and a large text area for notes. A "Continue" button is visible.

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Interviewer Training

Dashboard ► Health and Retirement Study ► 2016 NC Home-Study (F04)

Navigation

- Dashboard
- Site home
- Site pages
- Current course
- 2016 NC Home-Study [F04]
- Participants
- Badges
- Welcome to the HRS
- 2016 New Cohort Home-Study
- Module 01 - Welcome to the Health and Retirement Study
- Module 02 - Screener B Baseline
- Module 03 - Physical Measures and Biomarkers
- Module 04 - FIM/Bio - Additional Material
- Module 05 - Downloadable Video Files
- Additional Components
- Optional Resources - Home-Study/Moodle Website - Technical Support
- My courses
- Courses

Administration

Welcome to the HRS 2016 New Cohort Home-Study

HRS HEALTH AND RETIREMENT STUDY

Welcome to the HRS 2016 self-directed home-study course designed to provide you with an Introduction to the 2016 wave of the Health and Retirement Study. The material discussed in this course will be expanded upon at the in-person training in Michigan.

Each topic (or module) may contain a combination of video(s), excerpt(s) from the HRS 2016 Study Manual, Powerpoint presentation materials, and/or a brief check-for-understanding.

This home-study is intended to be completed in sequential order - as you review each item and complete each check-for-understanding, you will be given access to the next activity. Further, on the right side of each item is a small box as you progress through the course, this box will automatically fill with a checklist to indicate that you have finished that part of the module. All readings, videos and checks-for-understanding are required for your home-study to be considered complete.

SRO Interviewer Training Website User Guide [PDF]
This document, also included on the SRO Interviewer Website, overviews the basics of accessing and navigating this training site.

Tips for Navigation:
Please rely on the "Navigation" block which will remain on the left side of your screen as you proceed through this course. As you complete each activity, the following activity will become available in the list of links in the Navigation block.

To return to the course home page at any time, click the **2016 NC Home-Study [F04]** link at the top of the page (part of what is referred to as the "bread crumb trail"; see pages 3 and 4 of the user guide linked above for details).

If you have questions related to the home-study materials, please contact your Team Leader.

A Note to Windows 10 Users: This course has not been tested in Microsoft's new Edge browser. If your computer has Windows 10 installed, please use Mozilla Firefox or Google Chrome to complete your home-study.

Module 01 - Welcome to the Health and Retirement Study & HRS Basics

Page 1 | Book 1

HRS Timing Sessions
(Google Forms and Sheets)

Day 1 Panel NH: Session time log

Session	Start	End	Record when session started	Record when session ended	Nicole (Lifeline)	Phyllis (Lifeline)
1.1 HRS Welcome	8:00-8:10	10	NA: All liver session	NA: All liver session	NA	NA
1.2 On-Deck Time Presentation	8:10-8:20	10	NA: All liver session	NA: All liver session	NA	NA
1.3 Welcome & Intro	8:20-8:30	10	NA: All liver session	NA: All liver session	NA	NA
1.4 Mock interview - enter session start and end times below	8:30-8:40	10	NA: All liver session	NA: All liver session	NA	NA
1.5 Mock interview - enter session start and end times below	8:40-8:50	10	NA: All liver session	NA: All liver session	NA	NA
1.6 Mock interview - enter session start and end times below	8:50-9:00	10	NA: All liver session	NA: All liver session	NA	NA
1.7 Mock interview - enter session start and end times below	9:00-9:10	10	NA: All liver session	NA: All liver session	NA	NA
1.8 Mock interview - enter session start and end times below	9:10-9:20	10	NA: All liver session	NA: All liver session	NA	NA
1.9 Mock interview - enter session start and end times below	9:20-9:30	10	NA: All liver session	NA: All liver session	NA	NA
1.10 Mock interview - enter session start and end times below	9:30-9:40	10	NA: All liver session	NA: All liver session	NA	NA
1.11 Mock interview - enter session start and end times below	9:40-9:50	10	NA: All liver session	NA: All liver session	NA	NA
1.12 Mock interview - enter session start and end times below	9:50-10:00	10	NA: All liver session	NA: All liver session	NA	NA
1.13 Mock interview - enter session start and end times below	10:00-10:10	10	NA: All liver session	NA: All liver session	NA	NA
1.14 Mock interview - enter session start and end times below	10:10-10:20	10	NA: All liver session	NA: All liver session	NA	NA
1.15 Mock interview - enter session start and end times below	10:20-10:30	10	NA: All liver session	NA: All liver session	NA	NA
1.16 Mock interview - enter session start and end times below	10:30-10:40	10	NA: All liver session	NA: All liver session	NA	NA
1.17 Mock interview - enter session start and end times below	10:40-10:50	10	NA: All liver session	NA: All liver session	NA	NA
1.18 Mock interview - enter session start and end times below	10:50-11:00	10	NA: All liver session	NA: All liver session	NA	NA
1.19 Mock interview - enter session start and end times below	11:00-11:10	10	NA: All liver session	NA: All liver session	NA	NA
1.20 Mock interview - enter session start and end times below	11:10-11:20	10	NA: All liver session	NA: All liver session	NA	NA
1.21 Mock interview - enter session start and end times below	11:20-11:30	10	NA: All liver session	NA: All liver session	NA	NA
1.22 Mock interview - enter session start and end times below	11:30-11:40	10	NA: All liver session	NA: All liver session	NA	NA
1.23 Mock interview - enter session start and end times below	11:40-11:50	10	NA: All liver session	NA: All liver session	NA	NA
1.24 Mock interview - enter session start and end times below	11:50-12:00	10	NA: All liver session	NA: All liver session	NA	NA
1.25 Mock interview - enter session start and end times below	12:00-12:10	10	NA: All liver session	NA: All liver session	NA	NA
1.26 Mock interview - enter session start and end times below	12:10-12:20	10	NA: All liver session	NA: All liver session	NA	NA
1.27 Mock interview - enter session start and end times below	12:20-12:30	10	NA: All liver session	NA: All liver session	NA	NA
1.28 Mock interview - enter session start and end times below	12:30-12:40	10	NA: All liver session	NA: All liver session	NA	NA
1.29 Mock interview - enter session start and end times below	12:40-12:50	10	NA: All liver session	NA: All liver session	NA	NA
1.30 Mock interview - enter session start and end times below	12:50-1:00	10	NA: All liver session	NA: All liver session	NA	NA
1.31 Mock interview - enter session start and end times below	1:00-1:10	10	NA: All liver session	NA: All liver session	NA	NA
1.32 Mock interview - enter session start and end times below	1:10-1:20	10	NA: All liver session	NA: All liver session	NA	NA
1.33 Mock interview - enter session start and end times below	1:20-1:30	10	NA: All liver session	NA: All liver session	NA	NA
1.34 Mock interview - enter session start and end times below	1:30-1:40	10	NA: All liver session	NA: All liver session	NA	NA
1.35 Mock interview - enter session start and end times below	1:40-1:50	10	NA: All liver session	NA: All liver session	NA	NA
1.36 Mock interview - enter session start and end times below	1:50-2:00	10	NA: All liver session	NA: All liver session	NA	NA
1.37 Mock interview - enter session start and end times below	2:00-2:10	10	NA: All liver session	NA: All liver session	NA	NA
1.38 Mock interview - enter session start and end times below	2:10-2:20	10	NA: All liver session	NA: All liver session	NA	NA
1.39 Mock interview - enter session start and end times below	2:20-2:30	10	NA: All liver session	NA: All liver session	NA	NA
1.40 Mock interview - enter session start and end times below	2:30-2:40	10	NA: All liver session	NA: All liver session	NA	NA
1.41 Mock interview - enter session start and end times below	2:40-2:50	10	NA: All liver session	NA: All liver session	NA	NA
1.42 Mock interview - enter session start and end times below	2:50-3:00	10	NA: All liver session	NA: All liver session	NA	NA
1.43 Mock interview - enter session start and end times below	3:00-3:10	10	NA: All liver session	NA: All liver session	NA	NA
1.44 Mock interview - enter session start and end times below	3:10-3:20	10	NA: All liver session	NA: All liver session	NA	NA
1.45 Mock interview - enter session start and end times below	3:20-3:30	10	NA: All liver session	NA: All liver session	NA	NA
1.46 Mock interview - enter session start and end times below	3:30-3:40	10	NA: All liver session	NA: All liver session	NA	NA
1.47 Mock interview - enter session start and end times below	3:40-3:50	10	NA: All liver session	NA: All liver session	NA	NA
1.48 Mock interview - enter session start and end times below	3:50-4:00	10	NA: All liver session	NA: All liver session	NA	NA
1.49 Mock interview - enter session start and end times below	4:00-4:10	10	NA: All liver session	NA: All liver session	NA	NA
1.50 Mock interview - enter session start and end times below	4:10-4:20	10	NA: All liver session	NA: All liver session	NA	NA
1.51 Mock interview - enter session start and end times below	4:20-4:30	10	NA: All liver session	NA: All liver session	NA	NA
1.52 Mock interview - enter session start and end times below	4:30-4:40	10	NA: All liver session	NA: All liver session	NA	NA
1.53 Mock interview - enter session start and end times below	4:40-4:50	10	NA: All liver session	NA: All liver session	NA	NA
1.54 Mock interview - enter session start and end times below	4:50-5:00	10	NA: All liver session	NA: All liver session	NA	NA
1.55 Mock interview - enter session start and end times below	5:00-5:10	10	NA: All liver session	NA: All liver session	NA	NA
1.56 Mock interview - enter session start and end times below	5:10-5:20	10	NA: All liver session	NA: All liver session	NA	NA
1.57 Mock interview - enter session start and end times below	5:20-5:30	10	NA: All liver session	NA: All liver session	NA	NA
1.58 Mock interview - enter session start and end times below	5:30-5:40	10	NA: All liver session	NA: All liver session	NA	NA
1.59 Mock interview - enter session start and end times below	5:40-5:50	10	NA: All liver session	NA: All liver session	NA	NA
1.60 Mock interview - enter session start and end times below	5:50-6:00	10	NA: All liver session	NA: All liver session	NA	NA
1.61 Mock interview - enter session start and end times below	6:00-6:10	10	NA: All liver session	NA: All liver session	NA	NA
1.62 Mock interview - enter session start and end times below	6:10-6:20	10	NA: All liver session	NA: All liver session	NA	NA
1.63 Mock interview - enter session start and end times below	6:20-6:30	10	NA: All liver session	NA: All liver session	NA	NA
1.64 Mock interview - enter session start and end times below	6:30-6:40	10	NA: All liver session	NA: All liver session	NA	NA
1.65 Mock interview - enter session start and end times below	6:40-6:50	10	NA: All liver session	NA: All liver session	NA	NA
1.66 Mock interview - enter session start and end times below	6:50-7:00	10	NA: All liver session	NA: All liver session	NA	NA
1.67 Mock interview - enter session start and end times below	7:00-7:10	10	NA: All liver session	NA: All liver session	NA	NA
1.68 Mock interview - enter session start and end times below	7:10-7:20	10	NA: All liver session	NA: All liver session	NA	NA
1.69 Mock interview - enter session start and end times below	7:20-7:30	10	NA: All liver session	NA: All liver session	NA	NA
1.70 Mock interview - enter session start and end times below	7:30-7:40	10	NA: All liver session	NA: All liver session	NA	NA
1.71 Mock interview - enter session start and end times below	7:40-7:50	10	NA: All liver session	NA: All liver session	NA	NA
1.72 Mock interview - enter session start and end times below	7:50-8:00	10	NA: All liver session	NA: All liver session	NA	NA
1.73 Mock interview - enter session start and end times below	8:00-8:10	10	NA: All liver session	NA: All liver session	NA	NA
1.74 Mock interview - enter session start and end times below	8:10-8:20	10	NA: All liver session	NA: All liver session	NA	NA
1.75 Mock interview - enter session start and end times below	8:20-8:30	10	NA: All liver session	NA: All liver session	NA	NA
1.76 Mock interview - enter session start and end times below	8:30-8:40	10	NA: All liver session	NA: All liver session	NA	NA
1.77 Mock interview - enter session start and end times below	8:40-8:50	10	NA: All liver session	NA: All liver session	NA	NA
1.78 Mock interview - enter session start and end times below	8:50-9:00	10	NA: All liver session	NA: All liver session	NA	NA
1.79 Mock interview - enter session start and end times below	9:00-9:10	10	NA: All liver session	NA: All liver session	NA	NA
1.80 Mock interview - enter session start and end times below	9:10-9:20	10	NA: All liver session	NA: All liver session	NA	NA
1.81 Mock interview - enter session start and end times below	9:20-9:30	10	NA: All liver session	NA: All liver session	NA	NA
1.82 Mock interview - enter session start and end times below	9:30-9:40	10	NA: All liver session	NA: All liver session	NA	NA
1.83 Mock interview - enter session start and end times below	9:40-9:50	10	NA: All liver session	NA: All liver session	NA	NA
1.84 Mock interview - enter session start and end times below	9:50-10:00	10	NA: All liver session	NA: All liver session	NA	NA
1.85 Mock interview - enter session start and end times below	10:00-10:10	10	NA: All liver session	NA: All liver session	NA	NA
1.86 Mock interview - enter session start and end times below	10:10-10:20	10	NA: All liver session	NA: All liver session	NA	NA
1.87 Mock interview - enter session start and end times below	10:20-10:30	10	NA: All liver session	NA: All liver session	NA	NA
1.88 Mock interview - enter session start and end times below	10:30-10:40	10	NA: All liver session	NA: All liver session	NA	NA
1.89 Mock interview - enter session start and end times below	10:40-10:50	10	NA: All liver session	NA: All liver session	NA	NA
1.90 Mock interview - enter session start and end times below	10:50-11:00	10	NA: All liver session	NA: All liver session	NA	NA
1.91 Mock interview - enter session start and end times below	11:00-11:10	10	NA: All liver session	NA: All liver session	NA	NA
1.92 Mock interview - enter session start and end times below	11:10-11:20	10	NA: All liver session	NA: All liver session	NA	NA
1.93 Mock interview - enter session start and end times below	11:20-11:30	10	NA: All liver session	NA: All liver session	NA	NA
1.94 Mock interview - enter session start and end times below	11:30-11:40	10	NA: All liver session	NA: All liver session	NA	NA
1.95 Mock interview - enter session start and end times below	11:40-11:50	10	NA: All liver session	NA: All liver session	NA	NA
1.96 Mock interview - enter session start and end times below	11:50-12:00	10	NA: All liver session	NA: All liver session	NA	NA
1.97 Mock interview - enter session start and end times below	12:00-12:10	10	NA: All liver session	NA: All liver session	NA	NA
1.98 Mock interview - enter session start and end times below	12:10-12:20	10	NA: All liver session	NA: All liver session	NA	NA
1.99 Mock interview - enter session start and end times below	12:20-12:30	10	NA: All liver session	NA: All liver session	NA	NA
1.100 Mock interview - enter session start and end times below	12:30-12:40	10	NA: All liver session	NA: All liver session	NA	NA

NSFG GIT Training Evaluation
(Google Forms)

NSFG GIT Evaluation

* Required

SRC Interviewer Website

Please answer the following questions about the Interviewer Website.

In my Welcome Email, I was provided a link to view my training information online, via the SRC Interviewer Website. *

☒ Yes
☐ No

I have viewed my training information on the SRC Interviewer Website. *

☒ Yes
☐ No

SRC Interviewer Website

SRC Interviewer Website interface showing a welcome message and a form for entering training notes. The form includes fields for Name, Title, and a large text area for notes. A "Continue" button is visible.

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Interviewer Website

U-M Gateway | ISR Homepage | SRC Homepage | Logout

Tennox Tips & Reminders

Here are some quick tips for those of you who use Tennox for time and expense reporting. (Refer to the Tennox Definitions and Checklist for additional tips and information.)

Mileage Memos - Examples of Good Origin/Destination entries:

Origin	Destination
RT home	Cleveland, FL
Home	Seattle airport
RT home	Grand Blanc, MI and Flint, MI
RT home	LPS in Dayton, OH

45-day rule

- All expense submissions must be fully processed by U-M within 45 days of the date the employee incurred the expense.
- Expenses must be entered in Tennox and any receipts that are required in the Ann Arbor office within 30 days of the expenditure.
- Expenses submitted after 30 days may not be processed within the 45 day limit and will not be reimbursed.

When will I get reimbursed for my expenses?

Once your travel advance balance is reconciled, any remaining monies will be paid within 2-3 business days via direct deposit.

What slows down the reimbursement process?

Field Notes

- Phone & Internet Reimbursement
- Upcoming Field Projects

Quick Links

- 2016 Checklist
- Contact Us
- Help Desk/Computer Problems
- SSL email
- Staffing website
- Tennox
- ET
- CMI website
- WebTrack website
- U-M Exchange
- VoiceMail
- Workforce Access
- My Inventory
- DCO Verification Forms

SSL Notes

- State of the SSL - Spring 2015

Time for Training

Wiz IQ

Virtual Meeting Software

- Host up to 100 participants
- Multiple interchangeable trainers
- Screen sharing
- To schedule a meeting contact dcstrainingsupport@umich.edu

Google Forms/Sheets

- Real-time interviewer question submission
- Real-time session updates
- Information dissemination

Follow-Up

Qualtrics

- Training evaluations
- Certification results/assessments
- Setup through DCS

Google Forms

- Training evaluations
- Setup through DCS

Bring it All Together

SRC Interviewer Website

Provides a continuous reference point for:

- GIT
- Moodle Home Study Training
- Staffing Information
- Training dates
- Air travel information
- Hotel
- Pay
- And much more!