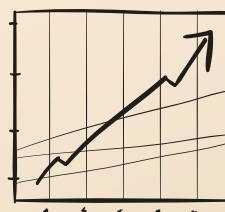
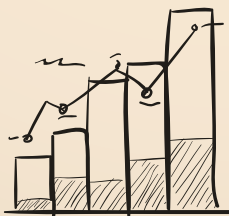
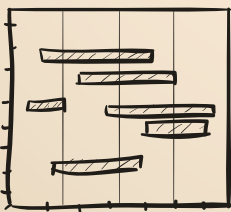
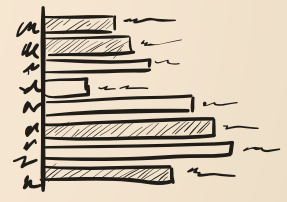
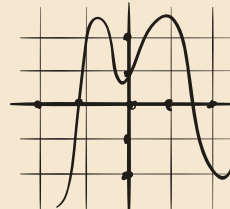
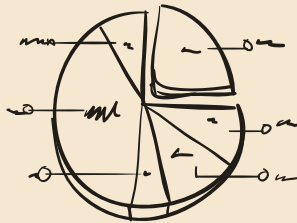
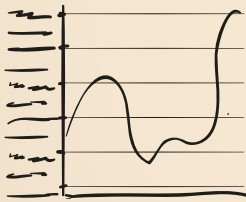
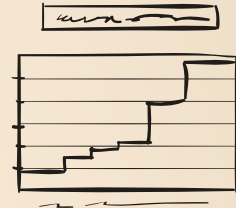
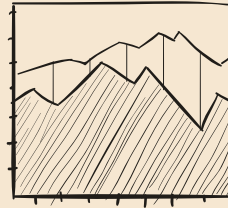
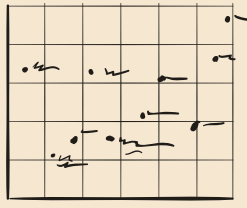
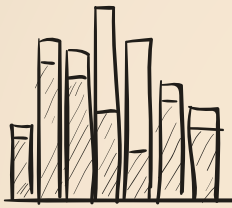
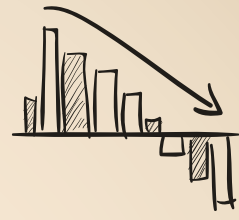
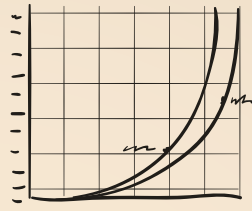
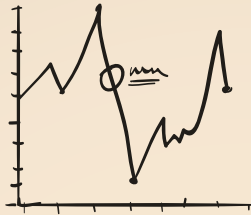
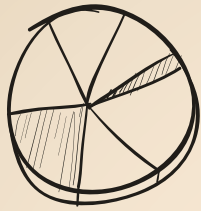


# Research

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News



## Metrics and measurement

# Recruitment and fieldwork – new AMSRS guideline highlights mutual responsibilities

A research project often includes recruitment of participants by one organisation for fieldwork conducted by another organisation. This may take many forms – it could be recruiting for group discussions, online groups, in-depth interviews or, in some cases, recruiting respondents for a quantitative survey.

The latest guideline from AMSRS outlines the mutual responsibilities of these two organisations – the agency conducting the recruitment and their client (which could be another research company from Australia or overseas, an internal department or a company supplying the product or service). It describes best practice when dealing with participants and efficient and professional record-keeping and administration by both agency and client.

These mutual responsibilities will usually be governed by a written contract between recruitment agency and client. The guideline summarises the topics specific to recruitment that should be covered in any such contract.

This guideline will help you if you have ever considered the following questions or similar:

- Whose responsibility is it to make sure that respondent signs a product disclaimer if you are testing food samples in a group discussion?
- As a moderator, are you obliged to accept a group respondent who turns up at the group but is not on the attendance form?
- Can you as a client, contact a participant directly after an online group for further information?
- Who is responsible for ensuring professional indemnity and/or public liability insurance is in place when using home venues for in-depth interviews?
- If the client wants the details of participants after fieldwork, what are your responsibilities as a recruiter?

## The topics include:

- Recruitment specifications and changes
- The content of screening questionnaires

- Responsibilities for disclaimers
- Treatment of participants
- Responsibilities for personal safety of participants for interviewing conducted at a central venue
- The process for the recontacting participants after fieldwork (if required)

It is designed to be read in conjunction with the AMSRS Code of Professional Behaviour and references the requirements of AS:ISO 20252.

This guideline updates the 'Qualitative research recruitment guidelines' developed some years ago by the NSW QRG. I thank the NSW QRG for their assistance in developing this guideline.

For a copy of this guideline and others giving advice on professional standards and Code queries go to:  
[www.amsrs.com.au/professional-standards](http://www.amsrs.com.au/professional-standards)

Jane Gregory, AMSRS professional standards officer