Employment Field Study Informed Consent Guidelines
University of Washington MGMT579/SOCW555 ‘07

ELEMENTS OF CONSENT

(bring this with you to your interview)

1) Tell the interviewee (again) your name and affiliations with the UW and this class.
   - Provide him or her with your contact information (a phone number &/or email address).
   - Explain that you are enrolled in a course designed to teach UW professional students about ways of operating successful businesses through approaches to workforce management.

2) Describe the purpose of the interview:
   - For you to understand better …
     - For employers: how the company (store, site) designs and compensates its front-line work, and the challenges and opportunities it faces in doing that
     - For employees: the employment conditions of front-line workers in [your assigned] industry in the Seattle area.

3) Describe the procedures of the interview:
   - The interview will last approximately 1 hour.
   - The interviewee’s name will not be written in your notes.
   - You will follow a “structured interview protocol” and take notes about the interviewee’s answers that only you, your instructor, and your [4 or 6] group members will have access to.
   - The interviewee is free to decline to participate, or to answer any question.

4) Describe protections for the interviewee:
   - The interviewee can decline to participate wholly or partially without any penalty; you are not affiliated in any way with their employing organization.
   - Declining participation or withdrawing from it once started involves no penalty or loss of benefits to which the interviewee is otherwise entitled.
   - Participation is not expected to involve any injury or other adverse consequence.

Should any concerns arise in the interview (subject discomfort, questions you aren’t able to answer) provide them with Prof. Haley-Lock’s contact information:

Anna Haley-Lock
UW – School of Social Work
Tel: (206) 616-2862 (W)
Email: annahl@u.washington.edu (email confidentiality cannot be guaranteed, however)

Be sure at the conclusion of your interview to thank the interviewee for their time and effort! Remember that you are representing yourself, our class, and the University.