

A week in the life of a...

FIELDWORK EXECUTIVE Philadelphia Office



Key tasks for the week ahead

- ✓ Update project teams
- ✓ Attend internal meetings
- ✓ Attend a training session for a new online platform
- ✓ Schedule interviews

Monday

I started the morning by scanning my emails to check for any urgent requests that were sent from our supplier agencies over the weekend. Usually, it's a simple task of **confirming receipt of their recruitment updates***, however, today the suppliers informed us that this will be a difficult recruit and we will need to alter the quota to fill our sample or extend the field deadline.

The afternoon consisted of updating the internal project team so we could collaboratively come up with a solution to ensure we get a full recruit in time and feed the information back to the supplier.

***Recruitment updates inform us how many people have been recruited for our research and how many interviews are scheduled for the week ahead**



Tuesday

This morning, I attended a meeting at our office* with one of our suppliers/partner agencies. They presented their capabilities to the fieldwork team, and we provided feedback on all previous projects which we collaborated on with them. Following the meeting, I started gathering quotes from supplier agencies for a cost estimate on a potential project.

Lunchtime! My break consisted of a lovely walk around a local trail with my colleagues, we also enjoyed some local food.

In the afternoon I heard back from the supplier's partners to assess the feasibility of recruiting the proposed sample in each market. **All the supplier agencies submitted their costs via our internal platform**, which I then reviewed.

***At Research Partnership we offer hybrid working across all global offices**





Wednesday



The morning started with a virtual global field meeting, consisting of everyone from the US and UK teams. The team meets weekly to discuss issues with supplier agencies or specific projects and markets. I then **had a training session*** regarding a new online platform that we will use to host online telephone interviews.

The afternoon consisted of a kick-off meeting for a new **multi-market project**. Following the meeting, our project team met to discuss the specifications of the study and what partners we would like to work with. Before finishing the day, I contacted a variety of freelancers to find out who will be able to take on the project analysis.

***At Research Partnership we provide a comprehensive training and development programme for all staff**

Thursday



More internal meetings today and another request for quotes from the suppliers. One of my projects was complete, so I updated our online platforms to reflect this. I then filled out the debrief form and gave both the supplier's and freelancer's feedback about their performance on the project. On another project, we are using a freelance moderator to conduct our **TDIs*** in the US. **I am responsible for coordinating with the project team and the moderators** so that the interviews are scheduled on everyone's calendars.

In the afternoon I had to track the quotas to provide the project team with accurate recruitment updates. The new quote request was for a US only study, so I needed to ask a handful of supplier agencies for cost estimates, and luckily, I already had some good agencies in mind.

***Telephone Depth Interviews - interviews where participants are asked survey questions over the telephone**

Friday



Meeting with the US field team this morning to discuss our projects in more depth. The team is a valuable resource for feedback on different issues to ensure the best outcomes are provided.

Later in the day, there was a **virtual pilot day** for one of my projects. I always check with the supplier to make sure all respondents have been confirmed, however, I needed to be ready for any last-minute re-schedules or cancellations. Before the day ended, I updated the research teams regarding the progress of their projects and had a final scan of all emails. Another fulfilling week, I'm now ready to enjoy the weekend.



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