

Social Survey

Chapter A. Introduction

1. General background
 1. The questionnaire
 2. The survey's goals
2. Data collection period
3. Population and sample of survey
 1. Population
 2. The sample method and frame
4. Data collection procedure and work flow
 1. Data collection method
 2. Work flow
 3. The supervisor
5. The statistics act
6. Equipment and accessories
7. Training

Chapter B. The interviewing work process

1. General background
2. Preparation
 1. Receiving the sampled population
 2. Planning your route
3. The enumeration
 1. Finding the sampled population in the field
 2. The interview
 3. Non-response
4. Conduction the interview
 1. Self-introduction
 2. Interview environment
 3. Behavioural rules as interviewer
 4. Using the questionnaire
 5. Proceeding the interview and dealing with specific incidents during the interview
 6. Ending the interview
5. Work process after the field work
 1. Entering the data
 2. Other actions to be performed
 3. Communication
6. The relation with the supervisor
7. Accessories for enumeration
 1. Sampler's card
 2. Daily/weekly report
 3. Help booklet
8. The questionnaire
9. Annex: How to convince

Longitudinal survey

Chapter 1: Survey Methodology

1. Objectives of the Israel Household Survey
2. Israel Household Survey – preliminary survey for a second wave
3. Preliminary Survey objective – Second Wave 2013
4. Survey data and period of execution
5. The sample and the sampling frame
6. Investigation unit – household
7. Survey population
8. Data collection method

Chapter 2: Surveyor's roles and communication with regional/locality coordinator

1. Surveyor's roles
 - 1.1 Finding (the household?)
 - 1.2 Carrying out interviews with the household members
 - 1.3 Typing/entering data from the financial reports
 - 1.4 Treatments and documentation of enumeration?/(non-surveying) cases
2. Your communication with regional coordinator
 - 2.1 Regular phone communication
 - 2.2 Work-immersion meeting
 - 2.3 Coordinator accompaniment

Chapter 3: Quality Control

1. Accompaniments
2. Logical reviews
3. Checks vs. administrative registers
4. Quality of irregular data checks
5. Tracking implementation times and length of the interviews

Chapter 4: Equipment and aids

Chapter 5: Surveyor's workflow

Chapter 6: Interview management

Chapter 7: Questionnaire contents

Chapter 8: Introduction to the laptop computer

Chapter 9: Operating the computerized questionnaire