

# Interviewer Guide



This section includes a step-by-step guide for interviewers conducting a PLACE study.

**The guide must be adapted before use and, if necessary, translated:**

- ▲ Edit text between the caret marks (between "<" and ">").
- ▲ Changes made to the questionnaire forms should also be reflected in this manual. For example, if an optional question from a questionnaire is removed, then delete the instructions for that question from this guide. (If leaving an optional question in a questionnaire, be sure to remove the word "optional" so that interviewers do not think that the choice of asking the question is up to them.)

The *Interviewer Guide* and all questionnaire forms are available on the manual's CD-ROM for making revisions as needed, available as Microsoft Word files. A copy of the unrevised guide follows this page. Printouts of the four unrevised questionnaire forms are under the next tab, called Forms.