



Section 1 of 3

[Title of Project] - Usability testing recruitment survey



We're beginning usability testing in order to thoughtfully collect user feedback for [project name] and we'd greatly appreciate your feedback. Please complete the following form. Feel free to skip questions that don't apply to your role or area of expertise. Thanks so much for your help!

++Please make a copy of this template before using **

Thank you :)

Your name

We won't share your responses without your permission, but feel free to leave blank if you prefer your responses to remain anonymous.

Short answer text

Your email address

Please provide if you're open to answering follow-up questions for our team.

Short answer text

This test will require you to use Zoom and it's screen sharing capabilities. Please select "Yes" if you're willing to participate using Zoom.

Yes

No

Maybe





Your role and area(s) of focus



Description (optional)

Your title or role within the organization

What is your role, and/or what is your function at the organization?

Long answer text

Your role within the website/digital tool?

Long answer text

What areas of the site or types of content are most relevant to you and your work or focus?

Long answer text

Please indicate your experience level with (product name goes here)

- I have absolutely no experience
- I am a novice - I have used it sporadically
- I am an intermediate - I use it somewhat regularly
- I am an expert - I use it frequently and/or I use it on all my devices
- None of the above

Please indicate what you normally use to access (product name goes here)



Tablet

Smart phone

After section 2 Continue to next section



Section 3 of 3

The site and its audience and priorities



Description (optional)

Key tasks and info

Describe the most important tasks and information that you think users arrive at the site looking to do or find. For each task or bit of info, tell us how often a user would likely come looking for that (e.g. daily, weekly, monthly, quarterly, etc.).

Long answer text

Current challenges or pain points

Tell us about any important tasks or information that are difficult to accomplish or find on the current site.

Long answer text

Anything else you'd like to tell us?

Let us know any other thoughts, concerns or questions you may have for us to consider as we redesign the site.

Long answer text

