

Interview Guide

For number of visits, it is the number of times you have visited this business

Economic Region: City and 'Neighbourhood' as defined by your community's BR+E Lead

Business Life Cycle (Q4): if staying the same, select 'maturing'

Functions at this facility (Q10): if not included in selection, record 'other' and describe

'Current' business plan (Q25): updated in the last 5 years

'Skilled' Employees (Q36): has some special skill, knowledge or ability in their work, may have attended college, university or technical school, may also have learned their skills on the job

'Semi-skilled' Employees (Q36): are partly skilled or trained but not sufficiently so to perform specialized work

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- Collect company background information including NAICS Code prior to interview, seek confirmation as needed
 - If business is retail, manufacturing, professional services, or agricultural please administer the relevant 'sector-specific' survey (which is between 1-3 pages long) **please note any repetitious questions between main survey and 'sector-specific' surveys and forward a note to the RDI (tmacdonald@selkirk.ca)
 - Before visiting the business, highlight Q20 on survey so you don't ask this question, also highlight any non-relevant questions (i.e. those related to parent company for small / medium sized businesses)
 - For small / medium sized businesses you may chose to replace 'facility' with either 'company' or 'business'
 - Use an additional notes page – for longer responses to open-ended questions, and concluding comments / reflections of interviewer.
 - Replace 'BC Hydro Power Smart' resources with 'energy efficiency' in Q70, and 'Hydro provider' in Q74
 - If using the recommended RDI provided survey (as opposed to downloading from the e-pulse site), please note regional 'add on' questions are embedded in the survey as opposed to on a separate survey – they are highlighted in bold – related data can be entered at the end of the input section for each survey in the e-pulse system
 - Add survey ID in bottom right corner – code as first three letters of your community and survey number (i.e. for 75th survey administered in Trail it would be TRA-075), after data is entered into the database, remove cover page and store in a locked area separate from the rest of the survey.
 - If you are using surveys downloaded from the e-pulse system (as opposed to base survey provided by RDI), please be sure to also download 'RDI community questions' survey (these are the regional 'add on' questions)
 - Review the "Skip It" Rule with business – If there is a question that you can't or don't want to answer, we can skip it. There is no need to explain your reasons; just let us know.
 - Review Confidentiality agreement and consent form, have respondent sign consent form