BUSINESS NETWORK WORKSHEET
(This sheet remains with the respondent.)

The next five questions generate a summary picture of the business network. To draw the picture, you will be asked about people, but we do not want to know any one’s name. I will go through this network worksheet with you, asking about people who were useful to your business in one way or another. Without mentioning anyone’s name to me, please write on your worksheet the names of people who come to mind in response to the questions. We will create a list of names then refer to people by their order on the list. No names. We need the worksheet to complete the list of contacts for the next section of the interview. You will keep the worksheet to yourself.

2. Let me begin with an example so you can see how the interview protects your confidentiality at the same time that a picture of the business network emerges. Your business time line shows that your firm was founded in (say founding year). Please think back to your activities in founding the firm. Who was the one person who was most valuable to you in founding the firm?

Please write in the box below the person’s name so you can refer back to him or her later in the interview. Use any symbol that identifies the person for you -- an ideograph, first name, initials, any name that will let you identify the person.

3. Now please do the same thing for each of the significant events you listed on your business time line. The first significant event you listed was (say first event) in (say year). Who was the person most valuable to you during that event? Please write on the first line below the person’s name. The person most valuable in this event could be the same person who was most valuable to you in founding the firm. You would just enter the name again.

If you listed a second significant event, who was the person most valuable to you during the second event? Again, this could be the same person who was most valuable to you in the first event.

Third event?

Fourth?

Fifth?

4. Question about how event contacts were helpful.

5. Shifting now to business this year, and thinking about people inside or outside your firm, who are the three or four people who have been most valuable to your business activities this year? Again, no need to say names. Just write their names in the boxes to the right so you can remember them later in the interview. Of course, these people valuable this year could be some of the same people you mentioned as valuable during significant events in the past.

6. In contrast to people who help and are valued in your business activities, there are usually some people who make life difficult. Without mentioning the person’s name, who was the most difficult person to deal with in your business activities this year? Just jot a name or initials in the box below. Only you are going to know who this person is.

Interviewer follows up, and has respondent write response on interviewer's questionnaire:

Without mentioning the name, what did this person do that made things difficult for your business activities this year?

Write response on interviewer’s questionnaire.

7. Shifting to happier thoughts, who do you think was your most valuable senior employee this year? If the people you already listed as most valuable include your most valuable employee, just enter the person’s name again in the box to the right.
EVENTS SHEET

LINE UP THIS SHEET WITH THE NAMES ON PAGE 4. (1) FOR THE FIRST CONTACT, ASK: “The first person you mentioned was particularly valuable when the business was founded in (insert year). Very briefly, what did the person do that was so helpful? WRITE WHAT THE RESPONDENT SAYS ON THE LINE TO THE RIGHT BELOW, THEN CHECK WHICH OF THE FOUR OPTIONS IN THE BOX BEST DESCRIBES WHAT MADE THE CONTACT VALUABLE. (2) MOVE TO NEXT CONTACT, ASKING: Thinking about the especially important event in (insert year), what did the person do that was so helpful in that event? Again, very briefly (3 - 6) REPEAT FOR EACH CONTACT ON PAGE 4.

QID: __________

P E R O  founding _____________________________________________

P - contact provided resource (money, land, skills, permits, etc.)
E - contact provided emotional support
R - contact made referral to someone else who provided resource
O - contact did something else

P E R O  event 1 _____________________________________________

P E R O  event 2 _____________________________________________

P E R O  event 3 _____________________________________________

P E R O  event 4 _____________________________________________

P E R O  event 5 _____________________________________________
NETWORK ROSTER WORKSHEET
(This sheet remains with the respondent.)

1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________
6. ____________________________
7. ____________________________
8. ____________________________
9. ____________________________
10. ____________________________
11. ____________________________
12. ____________________________
13. ____________________________
14. ____________________________

first person named — 1. ____________________________
second person named — 2. ____________________________
third person named — 3. ____________________________
fourth person named — 4. ____________________________
fifth person named — 5. ____________________________
sixth person named — 6. ____________________________
seventh person named — 7. ____________________________
eighth person named — 8. ____________________________

and so on.

Please make sure that no one is listed twice, and there are no blank lines between names.
COMMS SHEET

FACE TO FACE

VIDEO CALL

VOICE (by phone or computer, for example, Wechat)

TEXT (email)

TEXT (other, for example instant messaging, or some other text exchange)

SOMETHING ELSE (please specify)
ROLE SHEET

family — the person is your parent, spouse, or child, or more distant family relative

neighbor — the person lives in same neighborhood

party — the person is a member of the party

childhood — you and the person knew each other when you were children

classmate — you and the person were in school together

military — you and the person met each other during your military service

colleague — the person works in your current company

past colleague — you and the person met each other in a company where you worked previously

other — the person is none of the above (What is the person to you?)