

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.

1. 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.

2. 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?

3. **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.

4. 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 writes response on interviewer's questionnaire: **Without mentioning the name, in what way did this person make things difficult for your business activities this year?**

5. **Shifting to happier thoughts, who do 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 below.

NETWORK ROSTER WORKSHEET

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first person named — 1. _____

second person named — 2. _____

third person named — 3. _____

4. _____

fifth person named — 5. _____

6. _____

7. _____

eighth person named — 8. _____

9. _____

10. _____

11. _____

and so on.

12. _____

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

13. _____

14. _____

ROLE SHEET

family — the person is your parent, spouse, or child

x-family — the person is some more distant 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 knew each other in during your military service

colleague — you and the person have been employed in the same organization

association — you and the person are members of the same business association