

## **School of Business, Economics and Informatics**

### **INFORMATION SHEET FOR PARTICIPANTS**

Women's narratives of non-organizational peer relationships in career support.

Developmental relationships are known to play an important role in career development. Research suggests that these may be especially important for women's career development and that women's networks may be structured differently to men's. Additionally, whilst HR is a female-dominated profession, a higher proportion of the men working in HR can be found in senior roles. This research therefore aims to explore women's experiences of relationships outside their organisations during the course of their careers.

I would like to invite you to participate in this research project, which is part of my MSc Organizational Psychology degree at Birkbeck, University of London. This project has received ethical approval. To make an informed decision on whether you want to take part in this study, please take a few minutes to read this information sheet.

#### **Who is conducting this research?**

The research is conducted by Louise Blake an Organizational Psychology MSc Student, under the guidance of supervisor Dr Kate Mackenzie-Davey, both from Birkbeck, University of London.

#### **What is the purpose of the study?**

The aim of the study is to explore the role that peer relationships outside work play in the career development of women. Specifically, it aims to establish the types of career development support provided by these relationships as well as how women draw on this support over time during the course of their careers.

#### **Why have I been invited to take part?**

I am inviting women working within the HR profession across all industries, who have at least 5 years of work experience and are over 18 years of age to take part in this study.

#### **What are the procedures of taking part?**

If you decide to take part in the study, you will be asked to take part in a one-to-one interview which will take place in a mutually convenient and confidential location. The interview will last one hour and questions will cover your career to date periods of change or transition in your career and the role that relationships outside your organization have played in your career. The interviews will be recorded and transcribed by the researcher however any identifying information will be changed in order to protect your anonymity. Ahead of the interview you will also be asked to complete a consent form which will take around 10 minutes.

Upon completion of your participation you will be offered the opportunity to have access a summary of the findings, once analysed, by contacting the research team (details below).

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### **What are my participation rights?**

Participation in this research is entirely voluntary. You have the right to withdraw, to ask questions about how your data will be handled and about the study itself, the right to confidentiality and anonymity, the right to refuse to answer questions, to have tape recorders turned-off and to be given access to a summary of the findings.

### **What if I want to withdraw my information?**

If you wish to withdraw responses or any personal data gathered during the study you may do this without any consequences. You can ask for your data to be removed up until the point of analysis, which will take place on approximately 1st May 2020. If you would like to withdraw your data please contact the researcher (details below).

### **What will happen to my responses to the study?**

Data collected in this study will be analysed and used for the research student dissertation. Data may also be used for academic publications and no identifying information would be released.

### **Will my responses and information be kept confidential?**

All information will be treated with the strictest confidence throughout the study. All information will be kept in secure folders on a password protected computer, or a secure filing cabinet. Access to such information will only be allowed to the researcher and researcher supervisor. During the marking process, external examiners of my project may also have access.

### **What are the possible risks to taking part?**

There are no risks involved in taking part in this research.

### **Any further questions?**

If you have any questions or require more information about this study before or during your participation, please contact either of:

Louise Blake  
Lblake909@gmail.com  
Research Student

Dr Kate Mackenzie-Davey  
k.mackenzie-davey@bbk.ac.uk  
Research Supervisor,  
Department of Organizational Psychology,  
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For information about Birkbeck's data protection policy please visit: <http://www.bbk.ac.uk/about-us/policies/privacy#7>

If you have concerns about this study, please contact the School's Ethics Officer at: [BEL-ethics@bbk.ac.uk](mailto:BEL-ethics@bbk.ac.uk).

School Ethics Officer

School of Business, Economics and Informatics

Birkbeck, University of London

London WC1E 7HX

You also have the right to submit a complaint to the Information Commissioner's Office <https://ico.org.uk/>

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**APPENDIX B: INFORMED CONSENT FORM**

Narratives of non-organizational peer relationships in support of women's careers

**PARTICIPANT COPY**

Please read the following items and tick the appropriate boxes to indicate whether you agree to take part in this study.

- I have read the information sheet in full, any questions I had have been answered, and I understand I may ask further questions at any time.
- I understand what is involved in participating, that it is voluntary, and that I may withdraw under conditions set out in the information sheet.
- I agree to take part in this study under the conditions set out in the information sheet.
- I agree/do not agree to the interview being taped
- I understand that I have the right to ask for the audio tape to be turned off at any time during the interview

Name \_\_\_\_\_

Signed \_\_\_\_\_

Dated: \_\_\_\_\_

----- PLEASE CUT HERE -----

**RESEARCHER'S COPY**

Please read the following items and tick the appropriate boxes to indicate whether you agree to take part in this study.

- I have read the information sheet in full, any questions I had have been answered, and I understand I may ask further questions at any time.
- I understand what is involved in participating, that it is voluntary, and that I may withdraw under conditions set out in the information sheet.
- I agree to take part in this study under the conditions set out in the information sheet.
- I agree/do not agree to the interview being taped
- I understand that I have the right to ask for the audio tape to be turned off at any time during the interview

Name \_\_\_\_\_

Signed \_\_\_\_\_

Dated: \_\_\_\_\_