

HARASSMENT COMPLAINANT INTERVIEW

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Work Location/School: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Interviewer Name: \_\_\_\_\_

Interviewer Title: \_\_\_\_\_

**INTERVIEW QUESTIONS**

1. **Elicit specific details regarding the incident.**

Were you touched at any time? Where were you touched? \_\_\_\_\_

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What were the approximate dates that the behavior occurred? \_\_\_\_\_

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What was the time period over which the behavior occurred? \_\_\_\_\_

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3. **Determine the effect of the conduct on the complainant.** (Emphasize that although some of the questions may at first seem to be accusatory to the complainant, the purpose of the questions is to gather complete information related to the complaint, and are not meant to embarrass or intimidate the complainant.)

What effect has this behavior had on you? In terms of working relationships or in terms of learning? In terms of work/school behaviors?

5. **Determine the time relationship between the occurrence of the alleged conduct, \_\_\_\_\_**

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its effect on the complainant, and \_\_\_\_\_

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the time when the complainant made the report. \_\_\_\_\_

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If there was a time lag between the occurrence and the report, find out why the complainant waited so long before reporting the situation.

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Prepare a detailed chronology. Analyze whether there might have been certain events that triggered the complaint; for example, a denial of promotion, pay raise, transfer, grade change, rejection. Determine whether there were any possible motives on the part of the complainant.

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6. **Find out what the complainant wants.**

How do you want the situation resolved? \_\_\_\_\_

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Do you believe that you can continue to work for (or with) the accused? \_\_\_\_\_

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Can you be productive under this set of circumstances? \_\_\_\_\_

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Will it be embarrassing or awkward for you under this set of circumstances? \_\_\_\_\_

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Do you feel that you need counseling? \_\_\_\_\_

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Are there any other comments you would like to make or questions you would like to ask?

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7. **Explain to the complainant that the charges are serious and that the District will conduct a thorough investigation before reaching any conclusions, and that s/he will not be retaliated against for making the complaint.**
8. **Make no statements about the accused's character, job, or school performance or family life.** If the accused were to sue for defamation,