

HARASSMENT INTERVIEW GUIDE

COMPLAINANT: _____

Position: _____

Department/School _____

Name of person being interviewed _____

Circle one: complainant, witness, alleged harasser,

other: _____

(specify)

Relationship to District:

Circle one: employee, student, volunteer,

other: _____

(specify)

Representative present: yes _____ no _____

(name)

Name of person(s) alleged to have sexually harassed the complainant:

Relationship of alleged harasser to District:

Circle one: employee, student, volunteer,

other: _____

(specify)

Relationship of alleged harasser to complainant:

Circle one: supervisor, teacher, acquaintance,

other: _____

(specify)

Have the interviewee describe contacts between the complainant and the alleged harasser before the first incident:

Have the interviewee describe the alleged harassment in detail: _____

Has there been more than one incident? _____ If yes, how many _____? Were the incidents similar? yes _____ no _____

Identify any other people present when the incident(s) occurred? _____

Where did the incident(s) occur? _____

When did the incident(s) occur? _____

How did the complainant react? _____

What did he/she say? _____
What did he/she do? _____
Who else has he/she told about the incidents? _____
How did he/she feel? _____

Did the interviewee keep any notes, diaries or other written record regarding the incident(s)? _____

Does the interviewee know of any reason why the alleged harasser acted in the manner described? _____

Is the interviewee aware of the District s harassment policies? _____
