**Fact – Interview Sheet**

**To The Victim – Background**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

What kind of work do you do for the company?

What is your job title?

How long have you worked for the company?

Who is your supervisor?

**Specific To The Incident**
What happened?
When did it happen?
Where did it happen?
What preceded the incident?
What did the harasser do or say?
What did you do or say?
What happened in addition to or since the incident?
Who may have seen or heard the incident
With whom have you discussed the incident?

**To The Accused -- Background**
How do you communicate with your employees or co-workers (memos, meetings, one-on-one, etc.)?
How would you describe the workplace environment in your department?
Is the atmosphere pretty relaxed and easy-going?
How do you assign projects to your employees?
Does your department work much overtime
How well do you know the employees in your department?
Has anything happened lately to disrupt the department's harmony?

**Specific To The Incident**
Are you attracted to (name the employee)?
Do you ever think of (name the employee) in a sexual way?
Have you ever touched (name the employee)?
Have you tried to kiss (name the employee)?
(Describe the alleged incident.) Please give me your version of the incident.
Did you offer (name the employee) help with his/her career in exchange for his/her affection?

**To The Witness(es) -- Background**
What is the general workplace atmosphere like in the employee's group
What style of communication is used by the employee? His or her supervisor
Other employees?
What is the supervisor's managerial style?
How is important information provided to employees?
Are there any problems within the department?
Have co-workers complained about inappropriate behavior in the department?
Have you personally noticed or been offended by inappropriate behavior?
Please describe any inappropriate or offensive behavior that you have experienced or witnessed.
Are there any calendar pictures or posters displayed which offend you or someone else?
Have offensive jokes or comments been made about people in the department?
(If the answer to the above question is yes then ask.) Who made these remarks and what was said?

**Specific To The Incident**
(Describe the time and place of the incident, then ask.) Did you notice anything in your department that may have disturbed you or another employee?
Did you hear a conversation involving (name the employee)?
Did you see anyone talking to this employee?
Did you observe any interaction between this employee and a co-worker? A supervisor?

**To The Investigator**
Once you have finished conducting your investigation, you can ask yourself the following questions to put all the information you have gathered in perspective.
Is the testimony of the victim internally consistent?
Is the testimony of the accused internally consistent?
Does each follow logically?
Are both accounts externally consistent?
Is the victim's account consistent with the testimony of witnesses?
Is the accused's account consistent with the testimony of witnesses?
Did the accused have time to do what the victim alleged?
Does the victim have any possible motive for falsely implicating the accused?
Could have the harassment happened at the time and location specified?
Despite the fact that there were no witnesses, could the harassment have taken place at the time and the location?