

Remember - sharing their story isn't easy and they have likely had to do so with others already. Acknowledge this and help them understand why you need them to go through it again.

- This interview is about gathering information and evidence for the investigation.
- This interview seeks to accurately represent the event from their perspective.
- This interview will include detailed questions.
- This interview will explore different avenues to gather relevant information.



Let them know about the supportive measures available to them.

- These are available to both the complainant and the responding party.
- Supportive measures are specifically designed to restore or preserve equal access to programs and activities, protect the safety of all parties and the educational environment, and deter prohibited conduct, without being punitive or disciplinary in nature or unreasonably burdening either party.
- Discuss whether there is a need for modifications or measures associated with academic courses, housing, transportation, safety, employment, and co-curricular activities.
- Consider the need for referrals to other student services or community resources. It's also a good idea to revisit this topic as the process continues.



Keep trauma-informed processes in mind.

- It may not be realistic that the individual can give a linear account of what occurred; memories may be more fragmented.
- Take frequent breaks and check in with them often to see how they are doing.
- Prepare to see a variety of different reactions and emotions – none of which are more normal or appropriate than others.



Some general tips to begin the interview, include:

- Start with general questions related to the incident and progress to more specific questions.
- Ask one question at a time.
- Acknowledge difficult questions. "I know this may be hard to discuss."
- Allow time for the person to form their thoughts or consider the question. Do not rush from question to question.



Throughout interviews with both the complainant and the responding party, establishing a collaborative process and building rapport remains key.