

▲ TRAINING OUTPOST

PREPARING FOR THE INTERVIEW

1

POLICY

Identify what policy (or policies) guide the process for the interviews. For example, are the incidents of concern related to a potential violation of the Title IX policy for students? Perhaps this is related to a discrimination policy for faculty. Or maybe another institutional policy, altogether.

2

PROCEDURE

Create a list of procedural steps for the overall process. This should begin with receipt of the formal complaint and include any notifications to the parties involved. It should include interviews with parties and witnesses, other methods used to gather evidence, and the hearings that are held.

3

OTHER INVESTIGATIONS

If possible, determine if there are other investigations occurring related to the incident of concern and any potential impact this would have on your interview process. For example, is there a police investigation occurring?

4

INTERVIEW SUBJECTS

Create a list of who needs to be interviewed. Determine what their role is in the case and what types of information you will need to gather from each person. Review this list prior to each interview and prepare a set of initial questions to help you to prevent the need for follow up interviews.

5

RELUCTANT WITNESSES

Based on what you know, are there reluctant participants or witnesses that need to be interviewed during the investigation? If so, remember to plan for this beforehand and approach these interviews a little differently.

6

INTERVIEW ORDER

Consider whether there is a need to order the interviews in a certain way. In some cases, one individual may have insight that will inform another interview and shape the way the investigation will move forward.

7

LOGISTICS

Consider the logistical aspects of the interviews. How will the interviews be scheduled? When and where will they be conducted? Who will handle the interviews? Will it be you or a team sharing different elements of the investigation?

8

TIMELINE

What is the preferred timeline for completing the investigation? This should be shared during each interview. Remember to be prompt in completing the process with considerations for delays or extensions as appropriate.

9

RECORD KEEPING

Thorough record keeping is critical to any investigation. How will you take notes during to document information after the interview? If it is possible, create a notetaking system to eliminate distraction during the interview itself.

10

FINAL REPORT

It is useful to consider the final product as you begin to the process of interviewing. How will information be compiled into an investigation file or report? Considering this at the start will help you stay in alignment with the overall goals of the process.