

TRAINING OUTPOST

THE FIRST MEETING

Students come into your office concerned, worried, angry, defensive, or even fearful. An important part of your work is to help all involved understand why their participation is an important part of the fair and equitable process you will help guide them through. They need to know you will listen to them and will answer their questions and concerns.

These initial conversations set the stage for a successful interview process and interaction with those being interviewed. They also establish your credibility and reliability as an investigator.

Review the Process

- The policy and process guiding the interview
- Your role in the process as a neutral, information-gatherer
- The opportunity to have an advisor present
- Their rights and responsibilities during the process
- Their options about participating
- The purpose and goal of the interview to gather information and evidence relevant to the allegations
- The type of information you will want to discuss with them
- How information will be documented and available to them to review for accuracy
- The timeline for the process and future communications they can expect from you
- Sharing of information and confidentiality of proceedings
- How the evidence they may share will be weighed in the overall decision
- Prohibition against retaliation against anyone participating in the process
- Safety considerations if they think about hurting themselves or others

