

HARASSMENT COMPLAINANT/ACCUSED'S SUPERVISOR INTERVIEW

If the accused is a student, the supervisor is one of the adults responsible for supervising the student, e.g., teacher, coach.

Name: _____

Position: _____

Work Location/School: _____

Date of Interview: _____

Interviewer Name: _____

Interviewer Title: _____

INTERVIEW QUESTIONS

1. **Talk with the accused's supervisor to learn about any discipline problems, and behavior patterns on the part of the accused or the complainant and to determine whether or not the supervisor had any knowledge of the relationship between the parties.**

2. **Did the complainant report the conduct to the supervisor?** _____

When did the complaint take place? _____

What were the specific allegations made in the complaint? _____

What action was taken by the supervisor? _____

3. **Was the supervisor in a position to observe the conduct?** _____

4. **Should the supervisor have been alerted to the conduct?** (For example, was the conduct discussed in the presence of the supervisor or were there any rumors circulating?)

Determine whether or not there is any available documentation (e.g., letters, memoranda, reports, or statements) that would support the conclusion that the supervisor knew or had reason to know of the conduct.
