

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.**

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\_\_\_\_\_  
\_\_\_\_\_

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? \_\_\_\_\_

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

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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?)

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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.

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