

5 KEYS TO INTERVIEWS

1. Non Leading / Fair / Neutral

- a. *Who, what, when, where why* – “*what happened next?*”
- b. Does not suggest a fact

2. Provide opportunity to tell their story & what they remember

- a. “If I was there what would I have seen?” - explain
- b. “What was the mood in the room like” – explain
- c. “What did it look like?” – describe
- d. “What are your thoughts on that?”
- e. Circle back – give multiple opportunities to explain

3. Solidify all details

- a. Positioning, time, who was present ext.
- b. Remember the specific language of the policy
 - i. “Consent,” “of a sexual nature,” “incapacitation” ext.

4. Explore corroborating evidence

- a. “was anyone else there?”
- b. “were any pictures taken or text messages sent?”
- c. “Social Media?”
- d. “Did you talk to anyone afterwards? – did anyone talk to you?”
- e. “where did you go afterwards? Before?”

5. Be open & accommodating

- a. Review process
 - i. Inform of how information will be shared – including all disclosed evidence.
- b. Clear roles create comfort.
- c. We want everyone to walk away feeling confident in our process and feeling that their voice was heard.
- d. Remaining sex/gender neutral
 - i. No assumptions about someone’s gender, sex, sexuality, race.
 - ii. No assumptions about case until investigation and disciplinary process is over.