5 KEYS TO INTERVIEWS

1. **Non Leading / Fair / Neutral**
   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.