

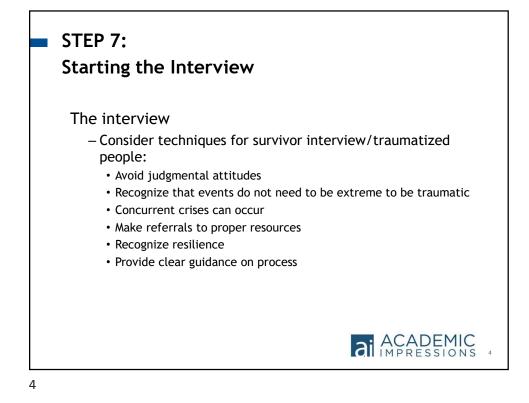
## STEP 7: Starting the Interview



The interview

- -Interview in pairs
- -Record the interview\*?
- Don't dive right in
  - Establish rapport
  - Establish ground rules
  - Video interview rapport (later)





## STEP 7: Starting the Interview

## Pre-flight

- Create a habit of establishing neutrality

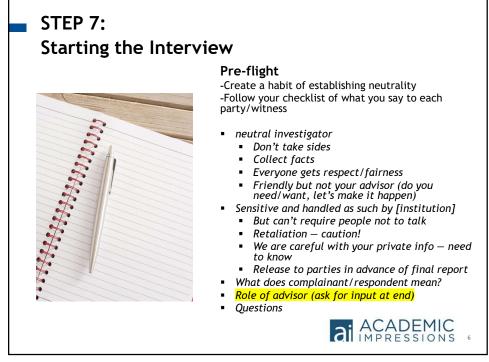
- Follow your checklist of what you say to each party/witness

I am a neutral investigator in an adjudicative process — that means I do not take sides, and I am here to do my job. I collect facts and treat everyone with respect and fairness. I will be friendly, but I am not your advisor; if you need one, I can connect you with one. We cannot require people to not discuss their experience with others. University policy prohibits retaliation against anyone involved in an investigation. We know how sensitive this investigation is, and we take great care with personal privacy during the investigation. However, the regulations require a release of my investigation to all parties before the report is finalized. What questions do you have?

## Complainant - these are legal terms, not the plain English Respondent

Neither the complainant nor the respondent is required to prove anything one way or another. It is the [institution's] responsibility to investigate and determine the facts.





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