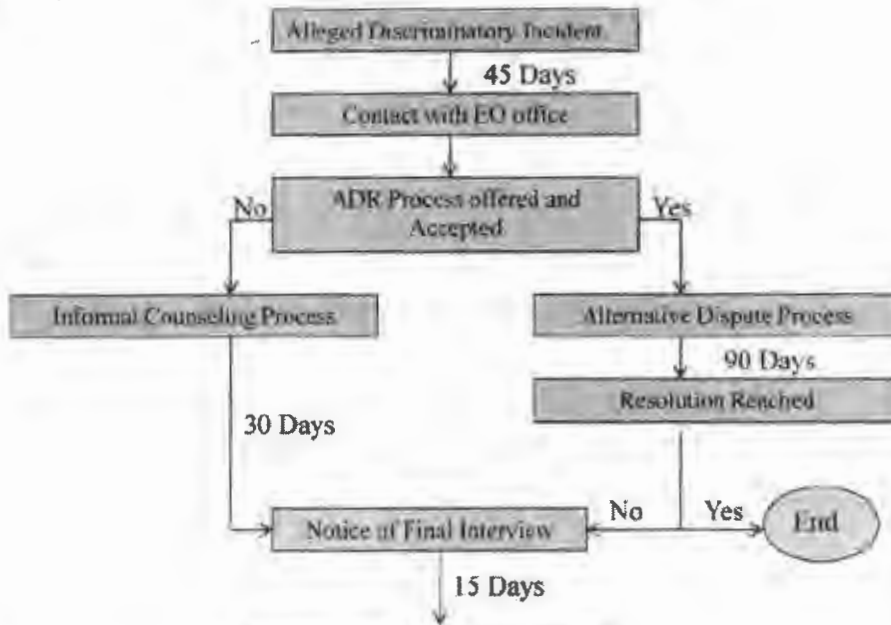
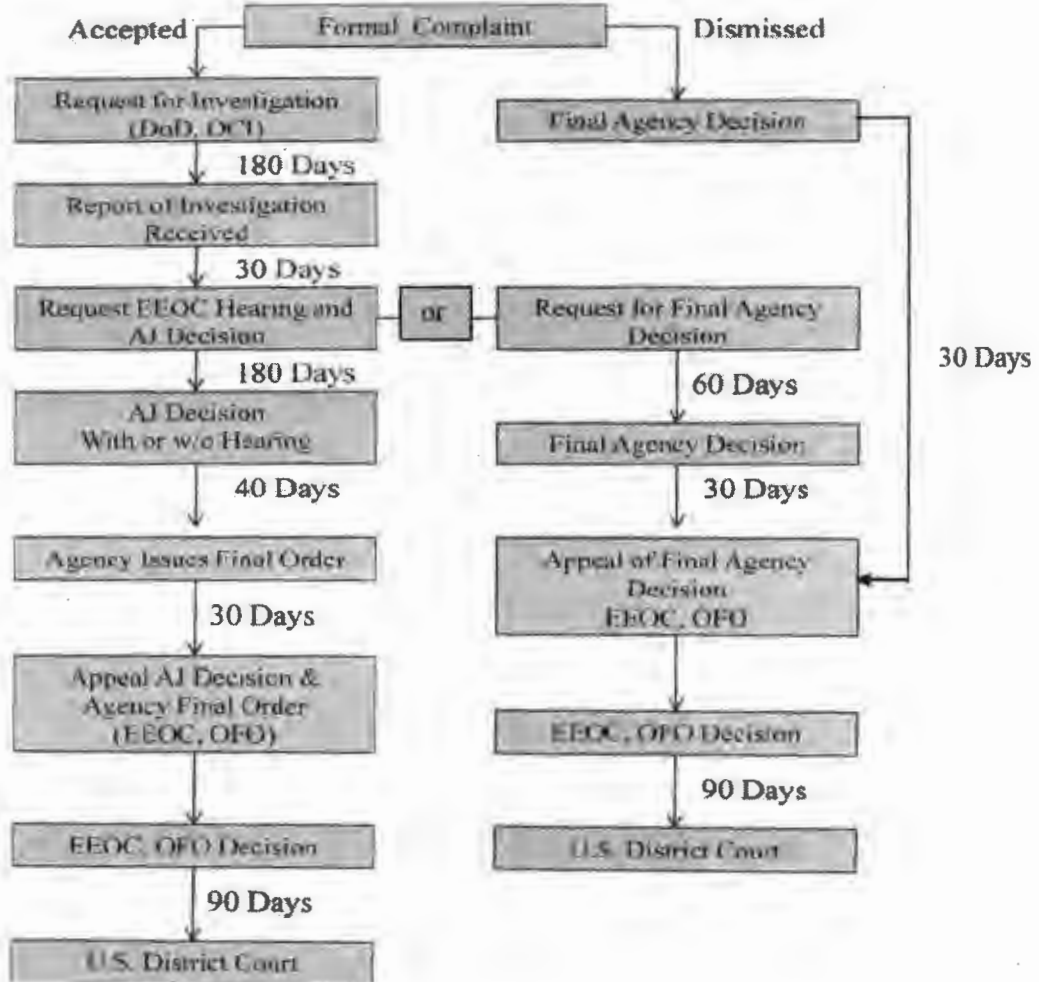


***Federal EEO Complaint Process**

Informal Stage



Formal Stage



*Calendar Days

EEO COUNSLEOR INTAKE INTERVIEW CHECKLIST

STUDENT NAME: _____

OPENING THE INTERVIEW	Yes	No	Comments
1. Greeted interviewee promptly and cordially.			
2. Established rapport with the interviewee.			
3. Established the procedures of the interview.			
4. Explain the limits of anonymity/confidentiality			
5. Acknowledged time limitation.			
6. Explained the purpose of note-taking.			
7. Explained resolution avenues (if applicable).			

BODY OF THE INTERVIEW	Yes	No	Comments
1. Allowed the interviewee to tell his / her concerns			
2. Asked open-ended questions.			
3. Maintained control of the interview.			
4. Maintained strict impartiality.			
5. Maintained appropriate eye contact.			
6. Paraphrased interviewee at times.			
7. Was not interviewed by interviewee.			
8. Listened attentively.			
9. Accepted/acknowledged interviewee's feelings.			
10. Used selective and flexible techniques.			
11. Maintained positive non-verbal communications.			

CLOSING THE INTERVIEW	Yes	No	Comments
1. Summarized the information gathered.			
2. Asked if interviewee had anything to add.			
3. Explained the procedures of the complaint process.			
4. Discussed reprisal.			
5. Discussed future follow-up.			
6. Extended appreciation to interviewee.			

TEST REVIEW

TEST 1: 10/10/10 10/10/10 10/10/10

QUESTION 1: 10/10/10 10/10/10 10/10/10

QUESTION 2: 10/10/10 10/10/10 10/10/10

QUESTION 3: 10/10/10 10/10/10 10/10/10