



SEXUAL HARASSMENT INVESTIGATION REPORT

Date of Report	Campus/Department	Name of Person Reporting Incident
Date of Incident	Time of Incident	Place of Incident
Name(s) of Alleged Perpetrator(s)		DOB

SYNOPSIS (Complete this section last)

1. Briefly recap of sexual harassment allegations and investigations steps

2. Conclusions

3. Recommendations to stop any inappropriate behavior on the work place/school setting

F. FACTS

1. Timelines of Investigation

2. Authority (Rules, policies, statutes, etc. that are relevant)

3. Facts (Who?, What?, Where?, When?, How do you know?)

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3. Employee/Student Training

4. Extenuating/Aggravating Circumstances

5. Motives for Conduct

C. PRIOR INCIDENTS AND PRIOR INTERVENTION

1. Prior Help Given (If Any)

2. Alleged Perpetrator's Efforts to Correct

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3. Likelihood of Recurrence

4. Personal vs. Group Interests

A. ACTION

1. Pinpoint Areas

2. Recommendations/Directives for Change

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3. Resources Available to Employee

4. Measure(s) of Improvement to be applied

5. Schedule of Follow Up

Right to Respond

Investigator's Signature

Name (Please Print)

Title

Date

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