

SEXUAL HARASSMENT COMPLAINT CHECKLIST

(Attach additional sheets, if needed)

Date:

Office/Person receiving complaint:

Name of complainant (at least first name):

Student Faculty Staff

What happened:

Who harassed you? (No name needed yet, but role of person is important, i.e. advisor, supervisor.)

How did harassment take place? (Explicit description of alleged action. Sometimes difficult as victim is often embarrassed by the event. Written statement by complainant is encouraged and may be attached.)

Where?

When? (date and approx. time)

If more than once, how often?

Your response?

Witnesses? If so, who?

In what way does the alleged harasser have power over your success (present and future)?

Do you know (or perceive) any consequences or affects of your response? Explicitly stated?
Implied?

Who, if anyone, did you tell?

When?

Where?

What did you tell her/him?

What was his/her response?

Do you think there might be other victims?

Do you have, or think that you can discreetly obtain knowledge of other incidences of sexual harassment by the alleged harasser?

What would you like to have done?

For you:

For others:

With respect to the alleged harasser?

At this point, receiver of complaint should assess the case using questions on the “Assessment of Sexual Harassment Complaint” form and “Report Form for Sexual Harassment Cases” and give complainant options.

Adapted from: A Resource Manual on Sexual Harassment, New Hampshire Commission on the Status of Women, Sexual Harassment Task Form, 1988, and for that text, adapted from Miranda Associates.