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Geschichte

- ▶ **Neolithisierung**
- ▶ **Fruchtbarkeit**
- ▶ **Stoffe**



Prepares and plans

Maintains professionalism and objectivity

Maintains control and probes persistently

Listens well

Is flexible

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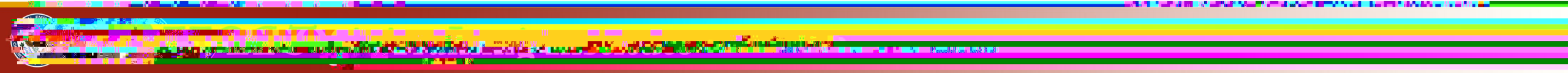
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Engage

- ▶ As much as possible, stay at about the same eye level
- ▶ Speak directly to the other
- ▶ Speak as calmly in a matter-of-fact tone as possible
- ▶ Make sure you understand what the other person has said before you respond.
- ▶ Approach the conversation with openness and an interest in problem solving, rather than needing to be “right.”
- ▶ Allow for the possibility of time- outs

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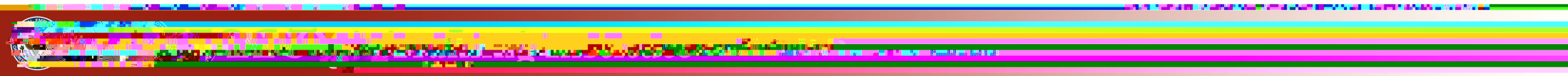
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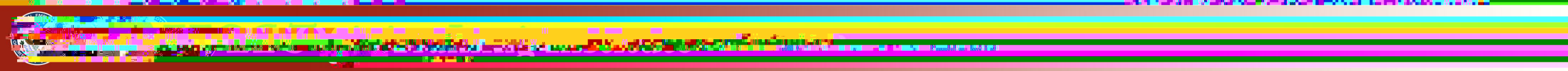
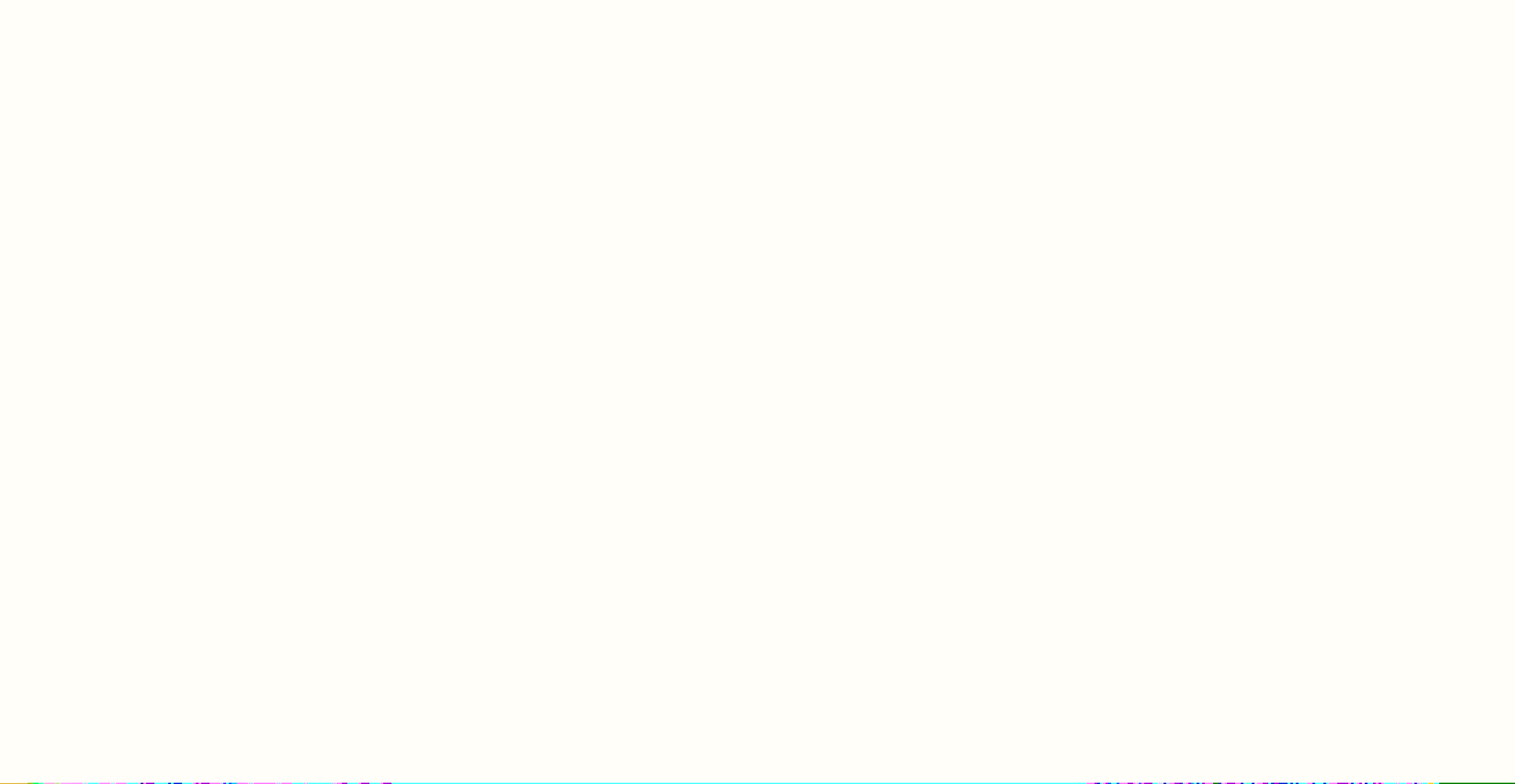
General Interview Tips – cont.

Emphasize the anti-retaliation policy

Dont give the impression there is any time limit on the interview, especially when interviewing the complainant and accused

Start interviews soon after situation arises.

Maintain objectivity.



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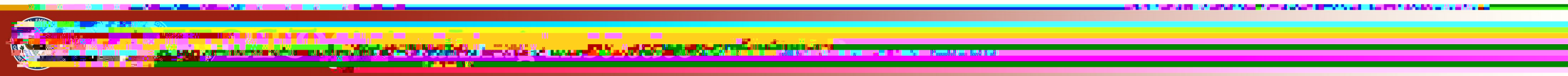
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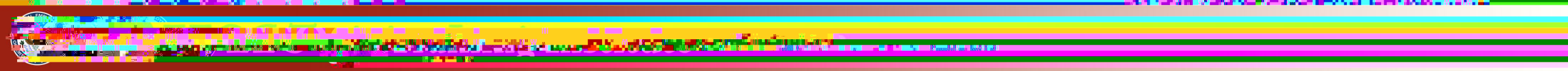
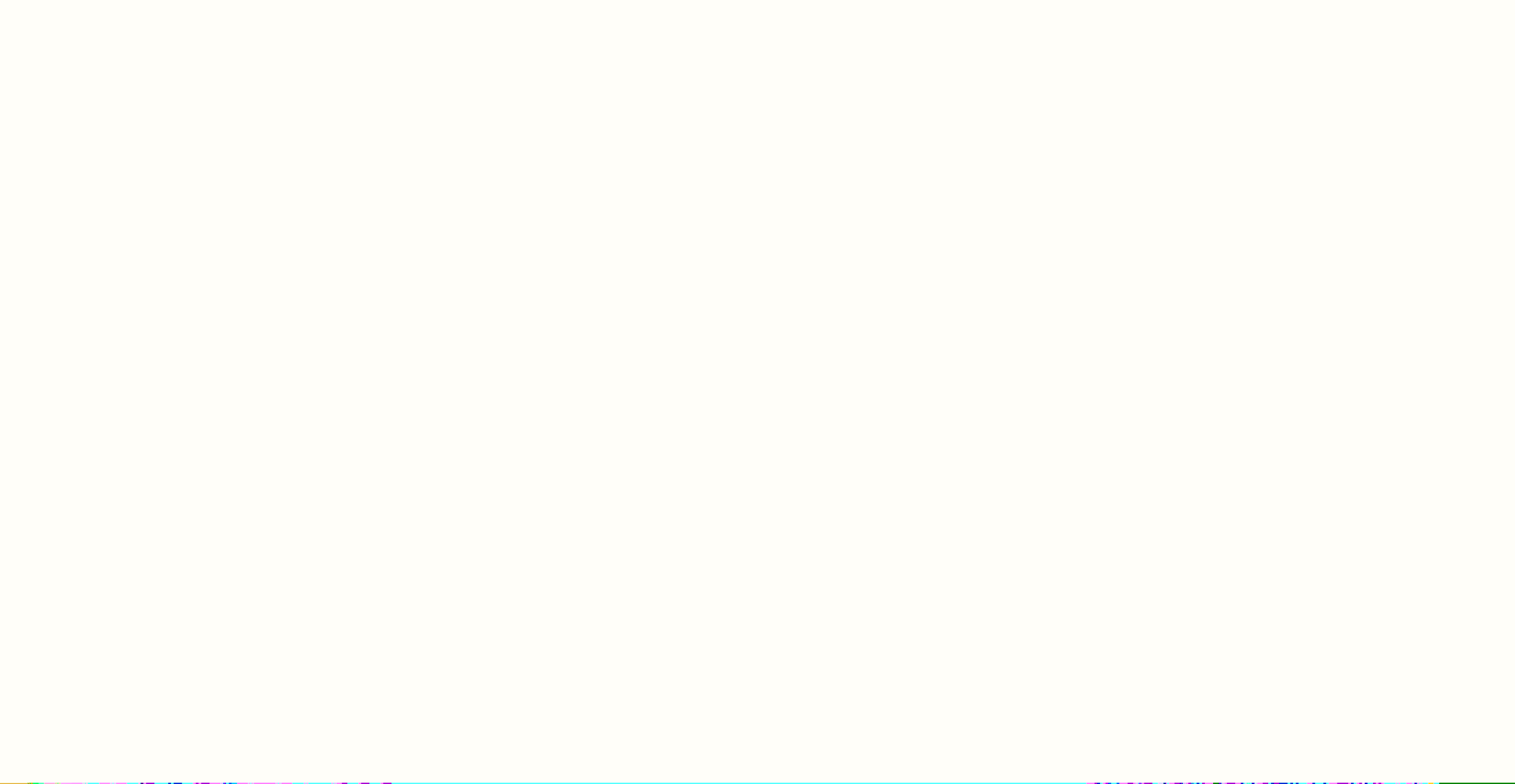
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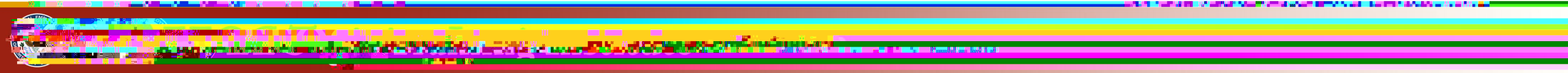
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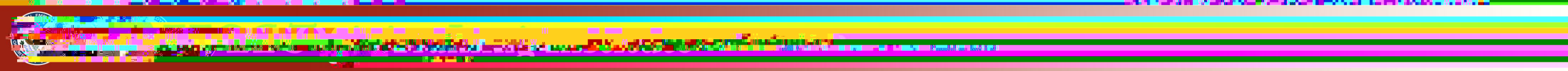
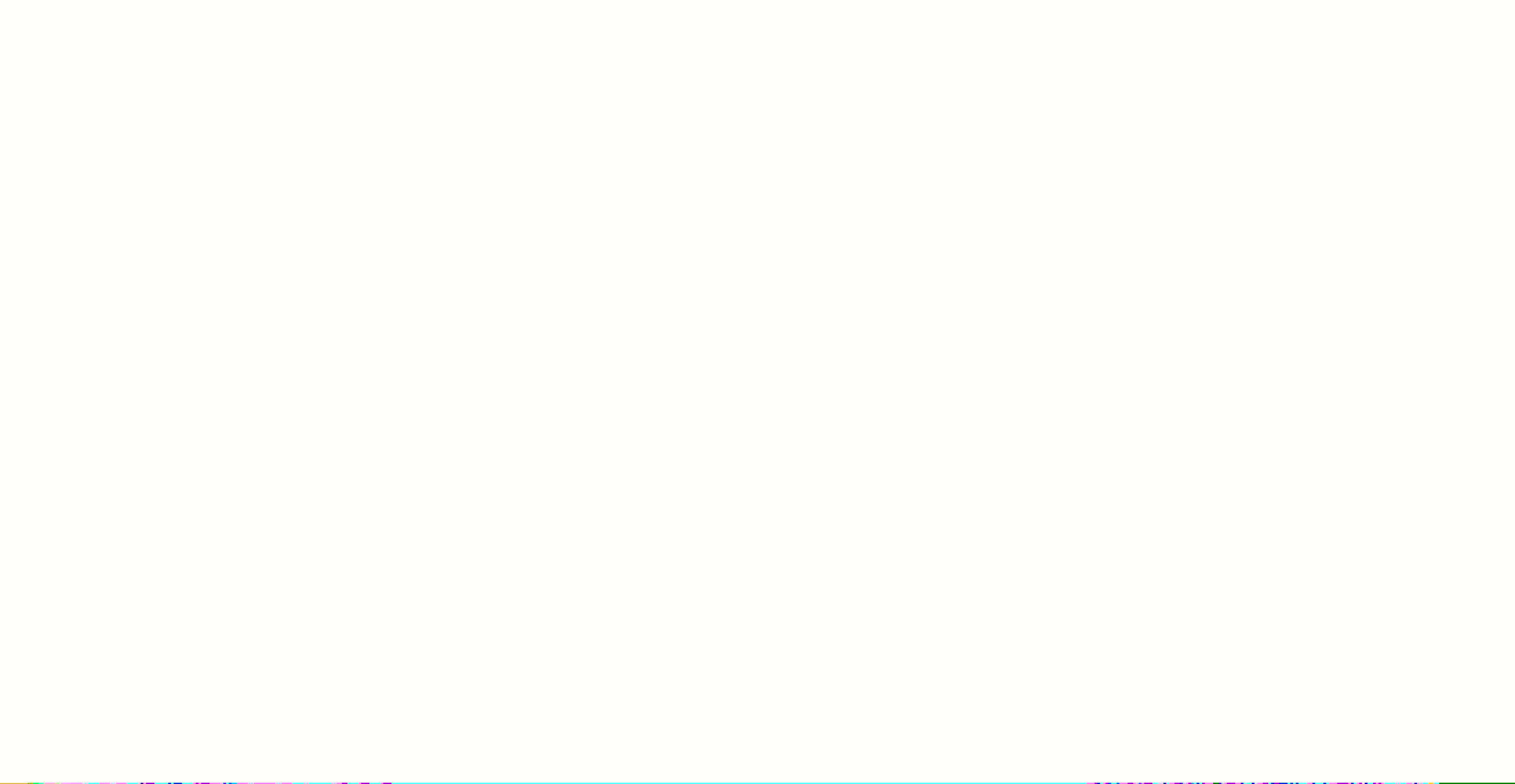
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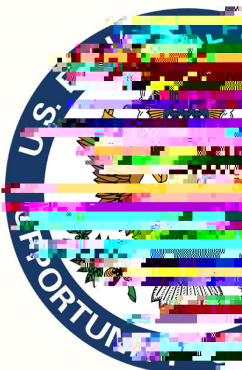
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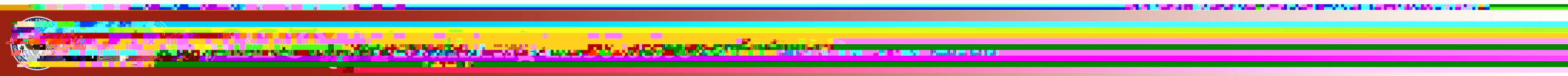
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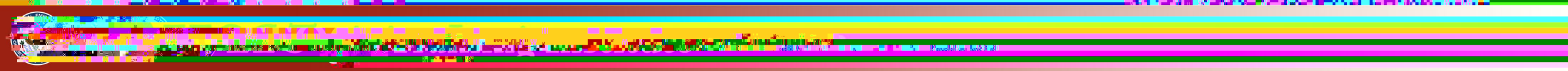
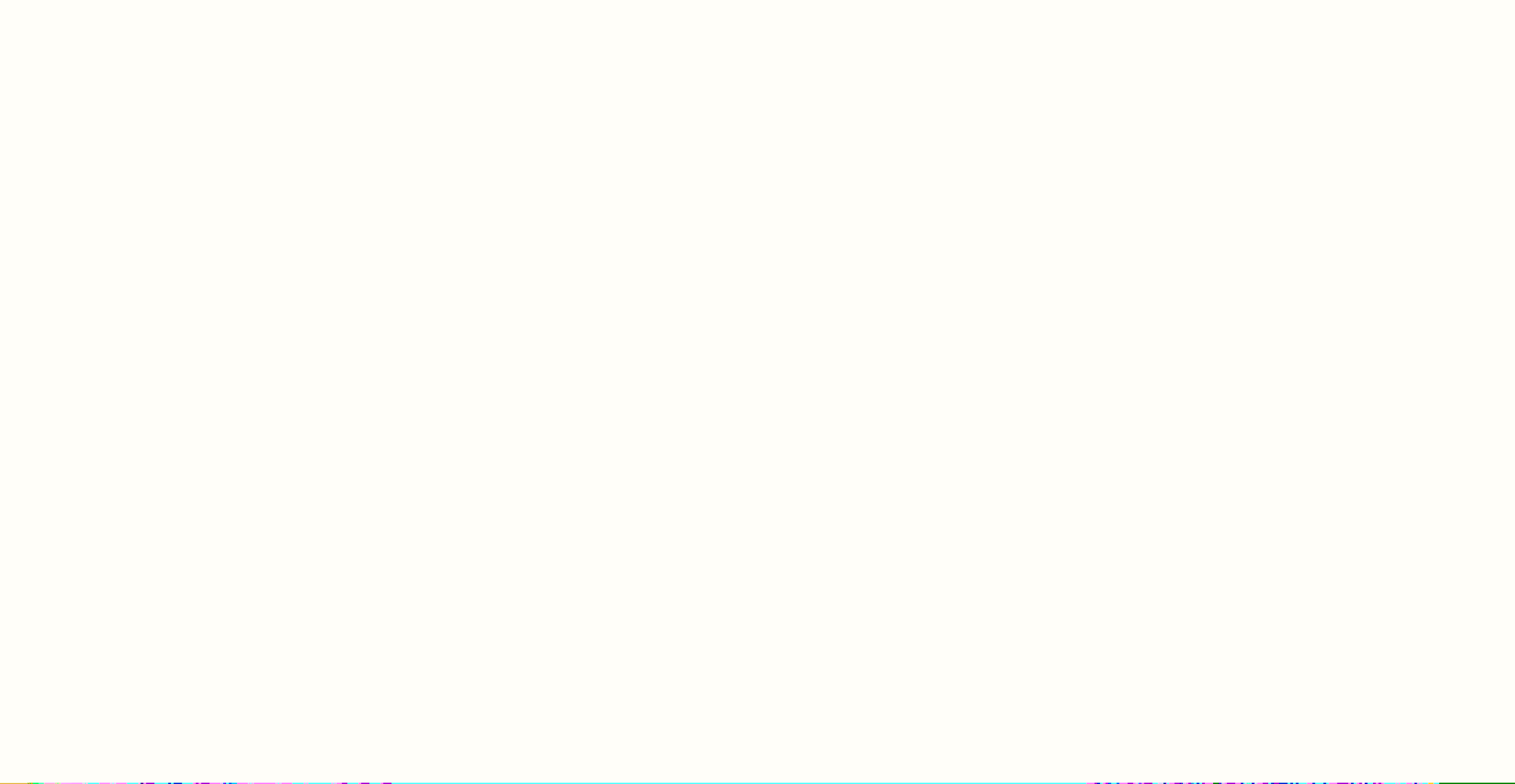
Prepare relevant questions

For each key interviewee, prepare a list of must-ask questions for each issue at hand.

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- ▶ Introduce yourself (name and role).
- ▶ Confirm the identity of the witness (are you talking to the right person?).
- ▶ Explain the purpose of the interview.
- ▶ Explain your role as a neutral fact-finder.





Full name and contact information

Their race, sex, date of birth, etc. – only as it applies to the protected bases of the allegations

Employment history with the agency/company

Current position and time in position

Duties

Last evaluation

Name of supervisor

For third parties, their relationship with the complainant and accused



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The process of hearing what is said and paying attention to how it is said to adjust further dialogue to elicit needed responses.

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Question Technique Probes

Direct probe– Come right out and ask

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Silence– Remain silent or use non-verbal signals; not a good probe

Minimum Encouragement

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Restatement– Repeating, but not parroting, witness's statement

- ~~WMA~~

Reflection– Reveals the feelings behind

- ~~WMA~~

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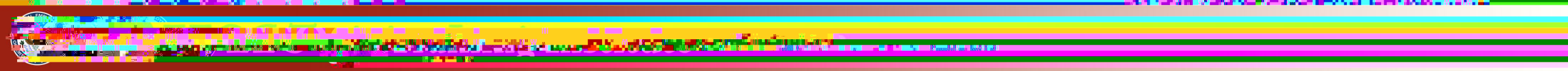
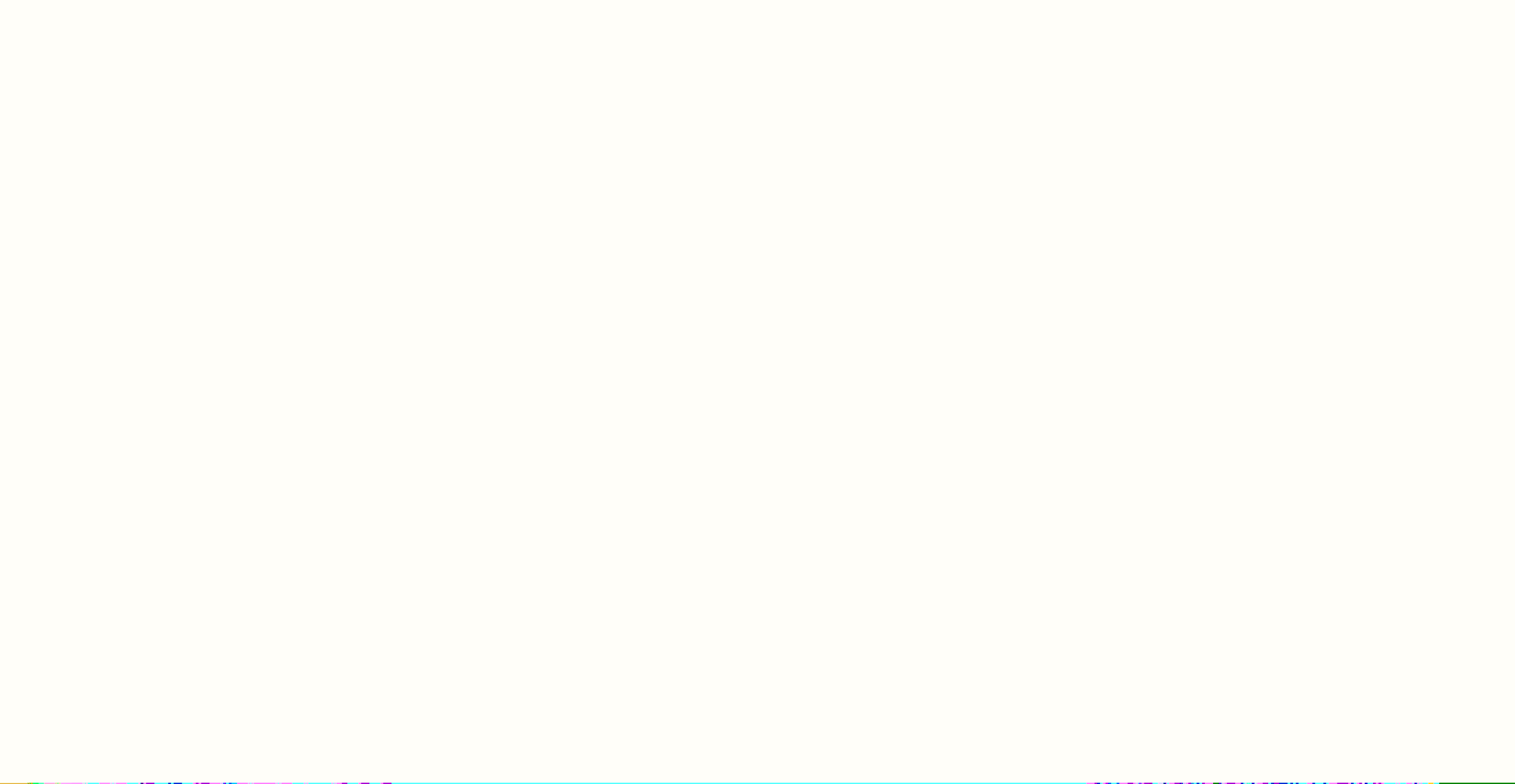
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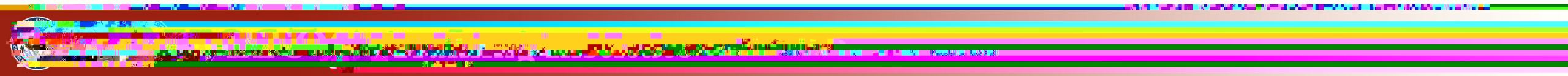
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