

Note: Please do not include identifying information on this form if the student does not wish to move forward with a formal report to the university

Assisting Employee: Checklist for Student Sex and Gender-Based Harassment

Instructions: Please fill this form out as soon after your interaction with a student as possible so that your memory is fresh. We recommend that you do not fill this form out during your conversation with the student, so that you can be more fully engaged in listening. You may use this form to help ensure that you complete all steps. Please do not keep notes separate from these. Any notes that you keep may be subject to disclosure in a university or court process.

Date:

Employee Name:

In my role as an Assisting Employee,

I explained my role as an assisting employee and my reporting responsibilities to the student.

I did not have a chance to explain my role as an assisting employee and my reporting responsibilities to the student because the student never met with me face-to-face.

Other reporting Obligations:

I consulted with the Care and Advocacy Program (541-346-3216) to assess imminent risk of serious harm to the student or others and determined no risk present.

I consulted with the Care and Advocacy Program to assess for imminent risk of serious harm to the student or others and determined risk to be present. I explained to the student that I would need to report the information shared with university officials. I reported to: _____

Assisting Employee Reporting:

I asked the student if they were under 18 years of age. I explained my child abuse reporting obligations.

I explained my Campus Security Authority obligations. I provided de-identified information to the Clery Coordinator.

I am not a Campus Security Authority.

I asked the student whether they wanted to be connected with the Title IX coordinator and the student expressed that they did not want to move forward with a formal report to the Title IX coordinator.

I asked the student whether they wanted to be connected with the Title IX coordinator. The student expressed that they did want to connect with the Title IX Coordinator and I helped facilitate that process. I reported to:

Resources:

I provided the student with approved resource information (brochure, website printout, Callisto, OICRC website)

I facilitated connection to on-campus confidential resources by (walking them to Counseling, calling the Care and Advocacy Program with them, etc.): _____

The student declined on-campus resource connection or information.

Consulted with (Name) _____ from the Care and Advocacy Program.

Employee Signature: _____