

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

Instructions: Take care to let the student know that you are available to speak with the student again, if that is what the student wants. Ask the student whether you can share resource information with them by phone or email. If the student says “yes,” follow up! Please fill this form out as soon after your interaction with a student as possible and retain this form for your records. Please do not keep notes separate from this form. Your notes may be subject to disclosure in a subsequent university or court process.

Employee Name: _____

Student Name: _____

In my role as an Assisting Employee:

- I explained my role as a student-directed employee and my reporting responsibilities to the student.
- I did not have a chance to explain my role as a student-directed employee and my reporting responsibilities to the student.

Other reporting Obligations:

- I consulted with _____ from the Care and Advocacy Program (CAP) at (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 (CAP) 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: _____ (OICRC, DOS, other).

Assisting Employee Reporting (check all that apply):

- 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: _____ (OICRC, DOS, other).

Resources:

- I provided the student with resource information (website printout, Callisto, or another referral).
- I facilitated connecting the student with on-campus confidential resources (walking them to Counseling, calling the Care and Advocacy Program with them, etc.): _____
- The student declined on-campus resource connection or information. I told the student of the option to request supportive measures from OICRC or CAP at any time and told the student that supportive measures would be tailored to their needs and may include academic, financial, housing, counseling, or other needed support.

Employee Signature: _____ **Date:** _____