

Conflict Description Template

The UI emphasizes early, efficient, and collaborative conflict management across the organization. This informal template serves to encourage timely and consistent conversations that normalize the occurrence of conflict and seek to solve it at the local level.

Name of individual or group with concern: _____

Staff_____ Faculty_____ Student_____

Department/Unit: _____

Describe limits/boundaries related to confidentiality for complainants and respondents.

(Information on confidential conversations at: <http://hr.uiowa.edu/fsds/hr-supervisors/conversation-confidential>)

Issue description:

Location:

Time frame/duration: _____ Days _____ Months _____ Years

Time of day:

When did you first become aware?

Who is involved, directly or indirectly?

Do you know of any information that would verify what you saw/know?

Who else do you believe knows about the situation?

What prompted you to seek assistance now?

What is the potential risk/harm?

What other offices have you communicated with regarding this issue?

<input type="checkbox"/> supervisor	<input type="checkbox"/> HR - local	<input type="checkbox"/> OE Consultation
<input type="checkbox"/> DEO/administrator	<input type="checkbox"/> HR - senior	<input type="checkbox"/> EOD
<input type="checkbox"/> Union, if applicable	<input type="checkbox"/> HR - central	<input type="checkbox"/> Provost
<input type="checkbox"/> Ombudsperson	<input type="checkbox"/> FSS/EAP	
<input type="checkbox"/> Other (please describe) _____		

Have other steps been taken by other offices? If yes what was recommended?

What _____ by whom _____ when _____

Explain why these have not resolved the issue to your satisfaction.

What have you done to resolve this issue?

What would you like to see happen now?

What do you need to have happen? What is most important?

What is desirable? (If the individual can differentiate)

How would you like to receive feedback? Email _____ Phone Number-

What is the best time to communicate with you?

Other observations by the individual conducting the interview:

print name

signature

date