

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE

(Expires 08/29/2013)

Sample Interview E-mail Request

The following is a sample transmittal memorandum to an employee that requests an interview as a requirement for the pre-complaint program evaluation. The bolded terms indicate information that must be customized for each memorandum.

E-MAIL REQUEST

From: Evaluation Team Member (**Name**)

To: **Name** of Randomly Selected Employee, (**Region**)

Subject: Equal Employment Opportunity (EEO) Pre-complaint Program Evaluation
REPLY REQUESTED (**Insert Due Date**)

As you may be aware, the Civil Rights Division of Policy and Administration will be conducting a pre-complaint processing program evaluation on (**Date**). The purpose of the program evaluation is to find out how effectively the pre-complaint program is being administered and if the region is meeting its regulatory responsibilities. A component of the program evaluation includes interviews with directors, managers, supervisors, and employees. An interview is a planned conversation of questions with regional employees and essential to a successful program evaluation.

Interview information collected during interviews will help correlate, identify, and explain EEO program policies, employee awareness of EEO and its complaints program, as well as provide other useful information regarding perceptions of the equal opportunity climate of the organization.

You have been randomly selected to participate in the interview process. I strongly encourage your participation. The private interview will last approximately 30-45 minutes. At the start of the interview, the program evaluation team will describe how the program evaluation process works, that confidentially will be adhered to, and that no names will be shared or included in the final report.

Please respond to this email message as soon as possible but no later than (**date from Subject line**) if you are available to participate in this interview, and if you will need a special accommodation.

The evaluation team would like to thank you in advance for your time and participation. We look forward to speaking with you.