

# HEITT CLINICAL & CORPORATE CONSULTING

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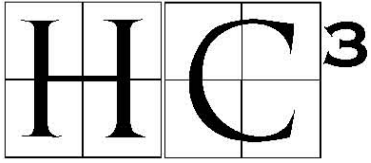
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## Risk Assessment Fitness for Duty Evaluation Management Questionnaire

- 1) Describe with as much detail as possible the incident that precipitated the referral for Risk Assessment Evaluation. Please include sources of information (e.g., direct eye witness by a supervisor, statement from a coworker, etc).
  
- 2) Describe the work history of the employees involved, including how long s/he has been on the job, disciplinary actions, promotions, position changes, etc.
  
- 3) Describe what interpersonal behaviors, relationships, style of management are the “norm” or are typical in this particular workplace. For example, do coworkers socialize outside of work, are certain types of “joking” behaviors generally accepted, does the supervisor micromanage, are there occasional arguments that escalate into physical altercations, is there a history of violence in the workplace, is any employee generally feared or avoided by others, etc?
  
- 4) Describe any other “stressors” that might be present in this workplace. For example, have there been changes in management, layoffs, promotions, accidents, reorganization, labor/management disputes, policy changes, accidents or other traumas, etc?
  
- 5) Understanding that this is not really the case, if you were forced to make an on-the-spot decision right now about this incident and how the employee(s) involved should be handled, what would you do? What factors would you consider and what factors would influence this decision?
  
- 6) What has been done within this workplace and/or this organization in the past when similar incidents have occurred?
  
- 7) List any specific questions or concerns that you would like to be addressed in the Risk Assessment Evaluation.

*Please either email or fax the responses to these questions using the contact information listed above prior to the scheduled evaluation time.*