



INTERNATIONAL
ASSOCIATION
OF OFFICIAL
HUMAN RIGHTS
AGENCIES

CERTIFIED FAIR HOUSING INVESTIGATOR EVALUATION FORM

PLEASE TYPE OR PRINT CLEARLY *(To be completed by the Agency Head or Regional Director)*

CANDIDATE NAME: _____
FIRST MIDDLE INITIAL LAST

AGENCY NAME: _____

NAME OF DIRECTOR: _____

AGENCY ADDRESS: _____

CITY: _____ STATE: _____

PHONE: _____ FAX: _____

EMAIL: _____

For the questions listed below, read and rate the Candidate listed above on ALL applicable knowledge, skills and abilities identified:

For Intake Specialists

1. The Candidate consistently and accurately receives information regarding alleged discriminatory housing practices, and begins the investigation process by collecting information necessary to determine jurisdiction under the Fair Housing Act and other civil rights laws. ___ Yes ___ No
2. The Candidate consistently and accurately determines whether the complaint contains sufficient information to convert the allegation or "inquiry" into a complaint. ___ Yes ___ No
3. The Candidate consistently and accurately recognizes and documents all civil rights laws relevant to the complaint. ___ Yes ___ No
4. The Candidate consistently and accurately takes action to ensure timely and effective complaint processing. ___ Yes ___ No



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5. The Candidate consistently and accurately identifies the Fair Housing Act's protected classes and types of conduct and activities prohibited under the Act. Yes No
6. The Candidate consistently and accurately applies fair housing exemptions. Yes No

For Investigators

7. The Candidate consistently and accurately documents the facts and circumstances of a complaint to determine if it affirms or refutes allegations of discrimination Yes No
8. The Candidate consistently and accurately determines when and how to use reasonable accommodation and modification concepts as defined by the federal Fair Housing Act.
 Yes No
9. The Candidate consistently and accurately investigates and documents "psychological harm" during the course of an investigation. Yes No
10. The Candidate consistently and accurately identifies witness testimony and other case information that is competent and admissible. Yes No
11. The Candidate consistently and accurately determines that all of the jurisdictional elements of the complaint have been satisfied. Yes No



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12. The Candidate consistently and accurately recognizes whether the required elements of a prima facie case are present in a housing discrimination complaint. Yes No
13. The Candidate consistently and accurately applies the proper theories of discrimination.
 Yes No
14. The Candidate consistently and accurately determines which complaints are appropriate for testing. Yes No
15. The Candidate consistently and accurately identifies essential information that should be included in the findings and conclusions of the determination. Yes No
16. The Candidate consistently and accurately compares summaries of witness statements and document reviews with actual findings and conclusions. Yes No
17. The Candidate consistently and accurately applies analytical, reasoning, organizational, and logical skills to the preparation of written reports. Yes No
18. The Candidate consistently and accurately follows appropriate steps in preserving documents, other evidence, and maintaining a chain of custody. Yes No



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For Conciliators

19. The Candidate consistently and accurately attempts to conciliate a complaint from the filing of a complaint and ending with the filing of a charge or dismissal of the complaint. ___ Yes ___ No
20. The Candidate consistently and accurately explains to the parties that HUD regulations provide that a conciliation agreement shall not only be satisfactory to the parties, but shall adequately vindicate the public interest. ___ Yes ___ No
21. The Candidate consistently and accurately identifies organizational representatives who have the authority to negotiate and execute conciliation agreements on behalf of the respondent(s). ___ Yes ___ No
22. The Candidate consistently and accurately understands that a conciliator must never depart, or give the impression of departing from the rule of being a neutral person in the conciliation process. ___ Yes ___ No
23. The Candidate consistently and accurately considers, when negotiating public interest provisions in a conciliation agreement, the agency's mandate to affirmatively further fair housing by protecting potential aggrieved persons in the general public from injury by reason of the respondent's housing practices ___ Yes ___ No



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For Supervisors

24. The Candidate consistently supervises the work of intake and investigative staff to ensure adherence to quality standards, deadlines, and proper procedures. Yes No
25. The Candidate consistently and accurately provides investigators with guidance in handling difficult or complex investigations and in resolving escalated complaints or disputes.
 Yes No
26. The Candidate consistently and accurately reviews records and reports pertaining to the investigation to verify details, monitor work activities, and evaluate performance.
 Yes No
27. The Candidate consistently and accurately evaluates final investigative reports for conformance with current statutes, ordinances, regulations and case law and recommends appropriate action. Yes No



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For All Candidates

28. The Candidate has at least two (2) years experience in fair housing intake and/or investigations.

Yes No

29. The Candidate performs his/her duties in an ethical and professional manner and has not been subject to any disciplinary actions during the past 2 years. Yes No

30. The Candidate performs his/her duties in a satisfactory manner. Yes No

31. Please provide a copy of a Final Investigative Report, Conciliation Agreement, or other document prepared by the Candidate in the last 2 years which you believe is representative of the quality of work performed.



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Recommendation

I _____ RECOMMEND _____ DO NOT RECOMMEND

the candidate _____ .

By signing below, I attest that the information I have provided is accurate, true and correct to the best of my knowledge.

Signature: _____

Date: _____

Title: _____

Instructions for submitting this form:

Fill in form, print a copy of the completed form, sign and date.

Send via Email – SCAN signed copy and **EMAIL** to: iaohra@sso.org

Send via FAX – **Attention:** IAOHRA Certification Staff **fax# (202) 624-8185**

Send via U. S. Mail - IAOHRA – 444 North Capitol Street, NW, Suite 536 – Washington, DC 20001