



EMPLOYMENT RIGHTS ATTORNEYS  
Employment and Small Business Law

## Confidential and Privileged Questionnaire for Employees

The purpose of this form is to provide us with basic information about your situation before your first consultation. To make the best use of your time, please complete this form and e-mail, fax, or mail it to us prior to your consultation. An initial consultation typically lasts from 30 - 90 min. The consultation rate is \$300/hour for Amy Carlson, and \$375/hour for Richard Schramm. Time spent by the attorneys is measured in units of 0.1 hours. The fee is due and payable by cash, check, or credit card at the time of your consultation. By consulting with our attorneys, you are agreeing to pay our fees.

### PERSONAL INFORMATION

Full Name:	Today's Date:
Home Address:	Home Phone:
City, State, Zip:	Cell Phone:
Personal E-mail:	Best Time To Reach You?
Name of Contact Person if We Cannot Reach You:	Phone:
Who Referred You to This Office?	

### PROBLEM EMPLOYER INFORMATION

Name of Problem Employer:	No. of Employees:
Problem Employer's Address:	Phone:
City, State, Zip:	Website URL:

### HISTORY WITH PROBLEM EMPLOYER

Date of Hire:	First Job Title:	Starting Salary:
Date of Termination:	Most Recent Job Title:	Most Recent Salary:
Name of Immediate Supervisor:	Job Title:	
Name of Supervisor's Supervisor:	Job Title:	



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### TYPE OF EMPLOYMENT PROBLEMS

<input type="checkbox"/> Hiring	<input type="checkbox"/> Wages - Compensation	<input type="checkbox"/> Performance Evaluation	<input type="checkbox"/> Demotion
<input type="checkbox"/> Termination	<input type="checkbox"/> Harassment	<input type="checkbox"/> Promotion	<input type="checkbox"/> Other

### DISCRIMINATION AND RETALIATION

Please indicate if you feel your Employer's treatment against you was based at least in part on your:

<input type="checkbox"/> Sex / Gender	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Race
<input type="checkbox"/> Disability	<input type="checkbox"/> Gender Identity	<input type="checkbox"/> National Origin / Ancestry
<input type="checkbox"/> Religion	<input type="checkbox"/> Marital Status	<input type="checkbox"/> Age (Date of Birth): _____
<input type="checkbox"/> Retaliation	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Medical Leave: _____
<input type="checkbox"/> Other, if other, please specify:		

### ADMINISTRATIVE COMPLAINTS

Have you filed a complaint regarding your current problems with any of the following agencies?

Equal Employment Opportunity Commission (EEOC)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	When: _____
Department of Fair Employment & Housing (DFEH)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	When: _____
Div. of Labor Standards Enforcement (DLSE) a.k.a. (Labor Commissioner's Office)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	When: _____
U.S. Department of Labor (DOL)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	When: _____
Worker's Compensation Appeals Board (WCAB)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	When: _____

### OTHER COMMENTS:



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Please create a detailed chronology (timeline) of events leading up to your present employment problem, include the names and job titles of anyone who was present at the time of the incident, or circumstance. Have other employees been treated the same or differently than you? You may add more pages if necessary.\* Please see sample timeline on the next page.

### CHRONOLOGY OF EVENTS (TIMELINE)

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This is an example of a timeline of events. A well thought-out timeline helps the attorney get a sense of the people, events, and time frame for your complaint. A date and one sentence summary of each significant occurrence is ideal.

### SAMPLE CHRONOLOGY OF EVENTS (TIMELINE)

- |          |  |
|----------|--|
| 01/20/08 | I was hired as an Administrative Tech.   |
| 03/**/10 | Gerry Smith became my supervisor.  |
| 05/**/10 | Juanita Gomez became Gerry Smith's Manager.  |
| 08/**/12 | I first started having problems with Gerry Smith when he criticized my performance.                |
| 12/10/12 | Smith gave me my first bad performance review.   |
| 01/15/13 | Smith denied me my 2012 bonus, even though I achieved all the 2012 objectives.                     |
| 05/10/13 | Smith falsely accused me of violating the policy on travel and poor performance.                   |
| 07/01/13 | I met with HR and complained about Smith and Gomez not supporting me and falsely criticizing me.   |
| 09/01/13 | I asked why no investigation had been done of my complaints.                                       |
| 10/10/13 | I was put on a Performance Improvement Plan (90 days).   |
| 01/31/14 | I was terminated after Smith falsely claimed my performance during the 90 day PIP period was poor. |