

# EEO CONTACTS INFORMATION SHEET

## PERSONAL INFORMATION

NAME (LAST, FIRST, MI) \_\_\_\_\_

TITLE/SERIES/GRADE \_\_\_\_\_

GENDER (M/F) \_\_\_\_\_

ORGANIZATION/UIC \_\_\_\_\_

WORK ADDRESS \_\_\_\_\_

## OTHER PERTINENT INFO

DATE OF INITIAL CONTACT \_\_\_\_\_

HOW RECEIVED?  
(phone, walk-in, email, etc.) \_\_\_\_\_

BASIS OF COMPLAINT \_\_\_\_\_

ISSUES \_\_\_\_\_

**Note: This information must be entered into  
iComplaints.**