INVESTIGATION CHECKLIST FOR EMPLOYERS

Interviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Interview (DD/MM/YYYY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| * Complainant
 | * Respondent
 | * Witness
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| --- | --- | --- |

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Others present: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Introduction (suggested):**

Hi [First Name]. Thank you for coming to meet with me today. As you know [Organization Name] takes workplace concerns very seriously. Because of that we have some standard protocols we review with everyone involved in an investigation because it will help you understand what to expect from the process but also clarify what [Organization Name] expects from you during the process.

**Opening Protocol:**

* Review the organization’s pertinent policy and information on the complaint procedure and possible outcomes (as per the policy).
* Reiterate the importance of telling the truth and making full disclosure.
* Communicate that while you can’t promise confidentiality, the investigation will be treated as sensitive and information will be shared only on a “needs to know” basis. The results of the investigation will be disclosed to management as appropriate.
* Inform the interviewee that they are required to keep everything confidential and disclosure/discussion of the details during or after the investigation is not permitted with fellow colleagues.
* Provide information regarding the safekeeping of documents and any evidence that may be required to be provided.
* Explain the need to take notes during the interview.

**Closing Protocol:**

* Ask for additional information, if any as well as any supporting documentation/evidence
* Provide a copy of the relevant organizational policies
* Refer the interviewee to your organization’s EAP (Employee Assistance Program) if applicable or other resources
* Inform the interviewee of the next steps and how best to reach you regarding the investigation
* Thank your interviewee

Notes: