

Investigation INTERVIEW PROTOCOLS CHECKLIST

Interviewer: _____

Date of Interview: _____

Interviewee: _____

Job Title: _____

Complainant Subject Witness

Location: _____

Others present during interview: _____

SUGGESTED OPENING

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

OPENING PROTOCOLS

- Review your organization's non-retaliation policy and provide direction as to how to report suspected retaliation during and after an investigation.
- 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.
- Provide directions regarding the preservation of documents.
- Explain the need to take notes during the interview.

CLOSING PROTOCOLS

- Ask for any additional information the interviewee would like to share, including any other witnesses, supporting documentation or evidence.
- If applicable, review and provide copies of relevant organization policies.
- If appropriate, refer interviewee to [Organization]'s employee assistance programs.
- Review next steps. Provide interviewee with your contact information.
- Thank interviewee for participating in the investigation.

NOTE: Depending upon the situation, protocol does not have to be reviewed sequentially.

NOTES FROM PROTOCOL

Use this space to record any comments regarding your review of protocols with interviewee.

Contact us to learn how HR Acuity can drive consistent protocols in your organization.

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