

Investigation Checklist Form

Administrator: _____

Employee/Interviewee: _____

Date of Interview: _____

Time started: _____ Time ended: _____

For review at the BEGINNING OF THE INTERVIEW:

- ____ Thank employee for coming forward and assure him/her that the complaint will be taken seriously and investigated.
- ____ Explain that you are a neutral investigator who will be conducting interviews and gathering facts.
- ____ Explain the need for confidentiality about what is said during the interview. Be assured the investigator will also maintain confidentiality.
- ____ Explain the interviewee is protected against retaliation for making a good faith complaint or for participating in an investigation, as per DP358 – Employee Discrimination and Harassment.
- ____ Caution against retaliating against complaining party or anything that could lead to that appearance, including engaging in any investigation on his/her own. In addition, the investigator may review harassment or other relevant policies with an employee who is the subject of complaint or concerns as needed.

For review at the END OF THE INTERVIEW:

- ____ Inform the interviewee not to assume because he/she isn't aware of any disciplinary action, etc. that none was taken – Personnel matters are confidential.
- ____ Ask the interviewee if he/she has any additional information you should know in order to make a fair determination.