**DON’T:**

* When taking notes, don’t jot down what you think the accused is trying to tell you. Rather, write down specifically what s/he is saying. Don’t include interpretations, beliefs, assumptions, or conclusions.
* Don’t communicate your personal views regarding the claim or a particular allegation.
* Start with a basic set of questions based upon the incident being investigated – listen to the accused’s or witnesses story and ask specific follow-up questions as needed.
* Don’t promise complete confidentiality from the employer/student names will be redacted by HR .
* Don’t be afraid to ask the embarrassing questions if necessary.

**DO:**

* Ask questions that allow the accused to tell his/her own story.
* Be polite (but firm when necessary), as the accused will likely be more forthcoming.
* Take detailed notes of the interview.
* Do elicit facts, you will receive rumors, opinions, it is the investigators role to ask/push to determine if the information that is being provided to you is based on fact, simply rumor, opinion or supposition.
* Do point out inconsistencies, if relevant.

**Administrator/Supervisor**

**Investigation Template for Employee Issues**

**Name of Complainant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student yes or no. If yes, Grade\_\_\_\_\_\_\_**

**If employee, title of position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date/Time of Interview\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nature of complaint:**

Click or tap here to enter text.

**Evidence Provided (e-mails, documents, pictures etc…):**

Click or tap here to enter text.

**Witnesses/others to speak with:**

Click or tap here to enter text.

**Administrator/Supervisors Name and Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Template for Witness Interviews**

**Name of Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student yes or no. If yes, Grade\_\_\_\_\_**

**School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**If Employee position title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date/Time of Interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Information provided regarding complaint:**

Click or tap here to enter text.

**Evidence available (e-mails, documents, video photo etc…):**

Click or tap here to enter text.

**Administrators/Supervisors**

**Summary of Investigation**

* Draft a statement of pertinent or relevant facts of the incident you are investigating.
* Determine the existence of any evidence supporting/undermining facts. For example, consider any documents, emails, photos, or audio/visual recordings.

**Administrator/Supervisor Name, Title and Date:** Click or tap here to enter text.

**Summary of Incident:**

Click or tap here to enter text.