Investigation Interview Questions

Investigating Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee(s) Investigated:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BACKGROUND:**

In the space below, please provide a brief description of the issue being investigated and allegations that have been made. Include the names of the victim and the employee(s) being investigated:

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**COMPLAINTANT(S):**

Name: Title: Department:

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**EMPLOYEE(S) INVESTIGATED:**

Name: Title: Department:

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**WITNESSES:**

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**THE INTERVIEW:**

Use the following questions as guidance when interviewing the parties involved:

COMPLAINANT:

*Interview the complainant first in order to obtain names of any possible witnesses. To follow are some example questions to ask of the complainant:*

**Who is the alleged harasser/perpetrator?**

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**What conduct has the perpetrator engaged in that led you to file this complaint?**

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**How often did this behavior occur?**

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**On what dates did the conduct occur?**

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**Where did the incident(s) take place?**

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**Were there any witnesses?** \_\_\_\_ Yes \_\_\_\_No \_\_\_\_Don’t Know

**If yes, who?**

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**How has the incident affected you?**

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**How did you respond to the conduct?**

(i.e., what steps did you take to indicate that the behavior was unwelcome?)

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**Have you made any prior complaints to co-workers or supervisors?** \_\_\_\_ Yes \_\_\_\_No

**If yes, when and to whom?**

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**If yes, what was said about the incident?**

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**Was the behavior directed at anyone else?** \_\_\_\_ Yes \_\_\_\_No

**If yes, who?**

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WITNESSES:

*After obtaining a list of witnesses from the complainant, interview the witnesses. To follow are some example questions to ask of witnesses:*

**Are you aware of the problem between the victim and the perpetrator?** \_\_\_\_ Yes \_\_\_\_No

**If yes, please describe what you know:**

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**How well do the victim and perpetrator get along?**

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**Do you find the relationship between the victim and perpetrator to be harassing, intimidating, or controlling?** \_\_\_\_ Yes \_\_\_\_No

**If yes, please provide examples:**

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**Have you noticed any changes in the complainant’s behavior at work?**

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EMPLOYEE INVESTIGATED:

*Interview the perpetrator last. If he or she provides an alternate version of events, re-interview the other parties to clear up any inconsistencies. To follow are some example questions to ask of the perpetrator:*

***Inform the individual of the allegations that have been brought against him or her.***

**What is your reaction to the allegations that have been brought against you?**

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**Is there any reason the complainant would lie about what was alleged?**

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**What facts would help support that you did not engage in the allegations presented by the complainant?** *Please provide any written documentation, witnesses, or other evidence that may support your position.*

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**Is there anything else you would like to add about the circumstances related to the allegation? If so, please do so:**

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**INVESTIGATOR:**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Investigator (Printed Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Investigator (Signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INVESTIGATION TIPS:**

* Obtain signed statements from those interviewed
* Include signed statements with your final report
* Make interviewees feel comfortable
* Remind interviewees that they’re expected to provide a thorough and truthful account
* Take detailed notes throughout the interview
* Only hear facts, not opinions
* Remain impartial
* Never retaliate against those that cooperate in an investigation
* Generate recommendations based solely on the facts at hand