

## Fact Finding Interview Opening and Closing Remarks

### Opening Remarks

- \_\_\_ Thank you for coming in today. When you were asked to come in I realize limited information was shared with you to preserve the integrity of the process. The reason you were asked here is because concerns have been brought forth and I believe you may have knowledge that will be helpful to me in my review. I may speak with others on a need-to-know basis. Anyone I speak with will be asked not to divulge our conversation and we will not be divulging their identity for the reasons previously noted. The identity of the complainant may become obvious to you merely due to the nature of the information. We ask that you not speak with anyone else regarding this review.
- \_\_\_ Please understand that the University does not condone retaliation. Retaliation against you or by you against others for participating in this review would be in violation of University Policy (UAP) #2200, Reporting Suspected Misconduct and Whistleblower Protection from Retaliation, and could lead to possible disciplinary action for the individual engaging in retaliation. If you feel you have been retaliated against for your participation in this review, please report this to me immediately. (Provide business card.)
- \_\_\_ The University will use this information to assess concerns and make recommendations for improvements, as appropriate. The specific responses will be kept confidential to the extent permitted under law.
- \_\_\_ (If the staff member is covered under the Communication Workers of America (CWA) collective bargaining agreement you must inform them of the following): “If you feel it is necessary to have a Union representative present during the interview you may ask to stop the interview and you will be given three (3) business days to obtain a union representative.”  
\*If the employee is covered under another CBA, you do not have to inform them of this right but if they ask to stop the interview in order to obtain a Union representative you will have to allow them three (3) business days.
- \_\_\_ (If a Union representative is present): “I know your Union representative is here today. The Union will be asked to keep this information limited to the Union and to you, as the interviewed person, in order to preserve the integrity of the review. I will be asking you some questions. During today’s interview the Union will not be allowed to speak with the exception of asking for clarification and/or to caucus with you, if necessary.”
- \_\_\_ I ask that you answer truthfully and to the best of your ability. If you don’t understand the question, don’t hesitate to ask me to clarify.
- \_\_\_ We are not recording this meeting other than are notes. If you are recording, we will also have to record. Therefore, we have to ask...are you recording? (If they are recording, set up a recorder or stop the session and reschedule)
- \_\_\_ Do you have any questions before we begin?

### Closing Remarks

- \_\_\_ In the course of my work, I may find it necessary to contact you with further questions. When is the best time and at which number should we reach you?
- \_\_\_ If you think of something later that you think may be important to my review, please don’t hesitate to call me. (Remind interviewee of your contact information on business card)
- \_\_\_ Thank you for your time today. The information will be helpful to us in crafting a recommendation.

**Fact Finding  
Interview**

Interviewee(s) \_\_\_\_\_

Name of Union Representative (if applicable) \_\_\_\_\_

Interviewer(s) \_\_\_\_\_

Date & Time of Interview \_\_\_\_\_ Interview Location: \_\_\_\_\_

**Interview Questions**

What

- What happened?
- What did you see/hear?
- What (if any) physical records are there? Are there any written documents including e-mails, notes, etc.?

Who

- Who was there?
- Who have you shared this information with?
- Who might have similar concerns or issues?
- Has anyone shared this information with you?

When

- When did it happen?
- When was this brought to your attention?

Where

- Where did it happen?
- If necessary, ask the interviewee to draw a map of where they were in relation to the incident location.

Why

- Why are you bringing forth this concern?
- Why did you feel it was important to bring forward this concern?
- What do you hope would be the outcome?