

Fact Finding Interview for Incidents/Complaints

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. I have asked you here today because I think you may have some information which would be helpful regarding 1) your concern, 2) something you witnessed, or 3) a situation in which you were involved.”

Please check to see if the employee is covered under a collective bargaining agreement. If so, this will be listed on their job description. If the staff member is covered state 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 business days to obtain a union representative.” *(If the employee is the subject of the investigation, is union covered, and requests a representative, please provide the employee with up to three business days to arrange for his/her union representative to attend (the union representative may not ask questions or respond but may caucus with his/her client).*

(If Union representative is there): “I know your Union representative is here today. The Union will also 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.”

“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 Misconduct and 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 the situation.”

“I ask that you answer truthfully and to the best of your ability. If you don’t understand the questions, don’t hesitate to ask me to clarify.”

If you are not recording, state: “We are not recording this meeting other than 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) – If you decide to record the and the employee is a CWA employee and is NOT recording, you have to provide a copy of your recording to the employee).*

“Do you have any questions before we begin?”

Closing Remarks

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.)*

Thank you for your time today.

Fact Finding Interview

Interviewee(s)

Interviewer(s)

Date & Time of Interview:

Interview Location:

Interview Questions

What (Clarify allegation, if speaking to the reporter.)

- 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?

Ask if there are any supporting documents.

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?