

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 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 concerns and make recommendations for improvements, as appropriate. The specific responses will be kept confidential to the extent permitted under law.
- ___ 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? (If the employee is the subject of the investigation, is union covered, and requests a representative, please provide the employee with up to three 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.)

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) _____

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?