

## PRE-INTERVIEW CHECKLIST FOR INVESTIGATOR

Interviewee: \_\_\_\_\_ Date & Time: \_\_\_\_\_

- Determine what documents, topics to address, and information you need for this specific interview.
- Explain the purpose of the interview and process:
  - I am an investigator with the *Department name*, and the organization/department, was contacted recently about a concern that could involve potential violations of Employer policies.
  - The goal at this stage is to investigate concerns raised to our office.
  - I am serving as a neutral fact finder for this investigation and have no preference or predetermined outcome.
  - You are not required to provide the requested information/answer my questions, but the organization requests that you give us your statement voluntarily so we may get a full explanation of the situation. [DOES NOT APPLY TO MANAGEMENT REGARDING DISCRIMINATION MATTERS- or if compelling a statement]
  - If you belong to a union and are the subject, you are entitled to a union representation.
  - To ensure the fairness of this process, we request that this be confidential and discourage you from discussing the content of this interview with anyone other than your union representative, if you have one, and me.
  - We may need to meet more than once to complete the investigation.
  - If this investigation reveals a violation of MAC policies, the individuals who have violated those policies will be addressed accordingly, that determination will be made by someone other than the investigator.
  - If they are the Subject of Complaint or Complainant, they will receive a closing notification when the investigation is complete.
- Reminder: It is against the law to retaliate against someone who in good faith reports a violation of the law, MAC'S policy, or reports discrimination. Reprisal or retaliation against anyone who participates in this investigation will be responded to promptly and remedially.
- Give Data Practice Form/Tennessee Warning
  - Any questions before we begin?

Investigator initial: \_\_\_\_\_ Date: \_\_\_\_\_

Confirming review of above items with Interviewee