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Pre-Investigation Checklist

Plan your investigation strategy

Review all potentially relevant handbook and collective bargaining agreement provisions

Evaluate the pros and cons of conducting an investigation

Pick a competent and impartial investigator

Analyze potential risk factors (e.g., protected class status, retaliation concerns, etc.)

Review the allegations and prepare a list of potential witnesses and questions

Establish a secure and confidential investigation file

For more information, please visit
manpowerblogs.com/toth



I N V E S T I G A T E

Investigation Checklist

Interview the complaining employee first

Now – don't procrastinate!

View the site of the alleged incident

Each relevant witness identified by the complaining party should be interviewed

Supervisors should be involved to provide context

Take the time to gather all potentially relevant evidence (e.g., physical evidence, performance evals, discipline notices, photos, tape recordings, etc.)

Interview the accused

Gather any potentially mitigating evidence and talk to witnesses identified by the accused

Analyze all the evidence objectively

Talk to an attorney about any potential legal issues

End the investigation with a full and fair written report (avoiding subjective, inflammatory and conclusory statements) and communicate the decision on a need-to-know basis