

Disciplinary checklist 1:

Interviewing the employee and witnesses

Preparation

- Interviews should take place in private where you will not be disturbed / interrupted.
- Before meeting the employee / witness consider what information you need and plan your questions (see tips for questioning). Decide in which order you will interview witnesses and it may be necessary to meet some more than once.
- The end result should be a written witness statement and / or notes of the interview, signed and dated by the person being interviewed.

Starting the interview

- Introduce everyone in the room.
- Explain why you are carrying out the investigation – clarify that you are there just to establish what happened, not to judge what to do about it.
- Explain what will happen with the information that the witness gives to you. You may need to reassure the witness if they are concerned about reprisals, however, you should not promise anonymity. If a witness wants anonymity speak to HR for advice.
- Answer any preliminary questions.

The interview

- Ask the employee / witness to tell you what happened.
- Keep notes: use their words, and write down key quotes where possible (see tips on note taking).
- Do not make assumptions or interpret what they are saying: ask for clarification.

Summing up

- Explain what will happen next ie they will be asked to sign a copy of the notes of the interview.
- Final questions / thanks.

