

Questions to Consider when Conducting Investigation

- Where and when did the action take place? Is it ongoing?
- In your own words, what happened?
- What did you personally witness?
- Who committed the alleged inappropriate behavior?
- What exactly happened? Who else was present? In regards to employee investigations — employee discrimination and workplace harassment cases can center on implied or perceived intent.
- How did you react?
- Did you ever indicate that you were offended or somehow displeased by the act or offensive treatment?
- Who else may have seen or heard the incident?
- Have you discussed the incident with anyone?
- Do you know of others who may have been affected by the actions? See if they will tell you who else may have been affected.
- Do you know whether anyone else reported the incident?
- How have you and your job been affected by the incident?
- Did you seek any medical treatment or counseling as a result of the incident?
- Are there any notes, physical evidence, or other documentation regarding the incident(s)?
- Is there anyone else who may have relevant information?
- What action do you want the company to take?