COMPLAINT INTERVIEW FORM

Attach interview notes to this sheet. Make sure to conduct the interview in your office, the conference room, or some other private area that is out of earshot of other employees. Ask, "Where would you like to talk about this?" Comfort the employee, and assure them this interview will be kept confidential to the extent possible, but that you can't guarantee confidentiality because of your possible need to investigate, discipline and report. [Note this form should not be viewed as limiting questions.]

Interviewed performed by: _____

Date completed: _____

❑ Assure the person complaining of your commitment to listen to what they have to say, take action as necessary and report where required.
❑ Obtain a detailed description of events. Consider using the Employee Complaint Form.
❑ Who did what, when, why, where, etc.?
❑ Who witnessed the activities complained of and what did they see or hear?
❑ What documents do you have that support the accusation made (love notes, cards, racial cartoons, memos, dinner receipts, phone records, statements)?
❑ What have you done to prevent or complain about these activities?
❑ Have you maintained any diaries, notes, or recordings you wish to share with us?
❑ Who have you spoken to about this issue?
❑ Has anyone else been treated in a similar manner?
❑ Have you had interaction with the accused outside of work?
❑ Would you please put your complaint in writing?
❑ We will begin investigation of your complaint immediately. Is there anything specific you would like the company to do?
❑ Are you capable of performing your job duties? Do you need time off until we complete our investigation?
❑ Tell them you will meet with the accused and other witnesses.
❑ Do you have any questions?
❑ Do you understand our request that you keep this interview confidential?
❑ Schedule a follow-up meeting with claimant. Tell them they will have the ability to respond to any facts you discover. Scheduled for _____.

Signature: _____   Date: _____

(The purpose of the employee signature is to verify that each of the above questions have been asked)