

INVESTIGATION REPORT CHECKLIST

- The name and title of the investigator
- The date the report was completed
- If there is a complaint, the date of the complaint and name of the employee who complained
- If there is no complaint, how and when the company learned of the problem (for example, a fight broke out or an outside audit revealed accounting irregularities)
- A summary of the incident(s) under investigation, from the complaint or other information that caused the company to investigate
- A summary of any actions taken before the investigation began, such as placing an employee on leave, changing an employee's reporting relationship, or calling in an outside expert
- When the investigation began, including the reasons for delaying any part of the investigation (if applicable)
- Names of people who were interviewed
- The date and time of each interview
- The names of any witnesses whom you chose not to interview, and the reasons for your decision
- What documents or other evidence were gathered
- Where documents or evidence were found (for example, in an employee's personnel file, pinned to the company bulletin board, or in an employee's desk drawer)
- When documents or evidence were gathered
- Your conclusions and how you came to them, including a summary of the witnesses' statements and any other facts you considered in relation to the incident(s) under investigation
- Any important issues left unresolved
- Your recommendations for action or, if you are responsible for taking action, the actions taken as a result of the investigation (for example, discipline against the wrongdoer or workplace training)