



8 Basic Questions to Ask

in Every Investigation Interview



- ✓ **What did you see or hear?**
- ✓ **When did this occur?**
- ✓ **What did the complainant tell you?**
- ✓ **When did the complainant tell you this?**
- ✓ **Describe the subject's behavior toward the complainant and toward others in the workplace.**

- ✓ **Are you aware of any other information that might be relevant to the case?**
- ✓ **Do you know of any events or reasons that might have prompted the incident?**
- ✓ **Do you know of other individuals who might have information that is relevant to this case?**

