

# 14 Questions to Guide Your Investigation Interviews (and 6 Bonus Questions)

Many investigators make a list of questions to ask and stick to their script. But most experts agree that this approach limits the information the investigator will get from the interview because it constrains the conversation within a rigid framework.

Investigators who use pre-set questions only as a starting point and treat the interview as a fluid conversation are more likely to find their way to the truth. Use these 14 (+6 bonus\*) questions as a guide to frame your interviews.

## The Basics

1. What exactly happened? Who else was present?
2. Where and when did the action take place? Is it ongoing?
3. Who committed the alleged inappropriate behavior?

## The Context

4. Do you have any evidence or documentation about the incident or behavior?
5. Who else may have seen or heard the incident or behavior?
6. Do you know of others who may have been affected by the incident or behavior?
7. Do you know if anyone else reported the incident?
8. Is there anyone else who may have relevant information?

## The Reaction

9. How did you react?
10. Did you ever indicate that you were upset by the incident or behavior?
11. Have you discussed the incident or behavior with anyone?

## The Impact

12. How have you and your job been affected by the incident or behavior?
13. Have you missed work because of this incident or behavior?\*
14. How have you felt about your work environment since this occurred?\*
15. Have you sought medical treatment or counseling because of the incident?
16. Would you like to speak to a counselor about this incident or behavior?\*
17. Do you have the support of your family and/or friends?\*
18. Is there any other kind of support you feel you need?\*

## Additional Questions

19. What would you like the company to do?
20. Is there any other relevant information that I haven't asked you about?\*



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