



## Example Interview Outline: Employee Interview

### 1

#### Prior to interviewing an employee:

Review collective bargaining agreement, if applicable

Criminal Conduct Concerns:

- Prepare Garrity warnings as necessary

### 2

#### Introduction and Background

Introduce investigator

- Before getting started, share background information and answer any questions the participant may have.

### 3

#### Discuss your role in the investigation

- To investigate concerns brought forward after a recent trip to the cheerleading competition in Florida. As the investigator I will be gathering the facts and relevant documentation to pass along to the decision-maker. I will be working with [TIX COORDINATOR] (if different from investigator) throughout the process.

### 4

#### Consider need to record and request to record interview.

- If consent given, start recording.
- If asked, explain reason for recording: to ensure that the information compiled is accurate; despite notetaking, recordings allow investigators to go back and check the accuracy of notes.
- When beginning the recording, repeat introduction and consent to record.



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#### Discuss your role in the investigation

- To investigate concerns brought forward after a recent trip to the cheerleading competition in Florida. As the investigator I will be gathering the facts and relevant documentation to pass along to the decision-maker. I will be working with [TIX COORDINATOR] (if different from investigator) throughout the process.

### 7

#### Consider need to request confidentiality; specifically, regarding the interview.

Explain reasoning for requesting confidentiality:

- To prevent any rumors that may disrupt the educational environment and to avoid any other unnecessary distractions.
- To maintain the integrity of the investigation. Witnesses need to be able to speak from their personal memory or experience.
  - This is not a "gag order". We understand and respect that employees/students may need to support each other and share their experiences BUT participants are not permitted to interfere with the investigation. **This request for confidentiality is limited to the content of our conversation, such as the questions we ask, etc.**

### 6

#### Explanation of Process

We are investigating by interviewing witnesses that may have relevant information. We will also request and review relevant documents. Information for Complainant or Respondent:

- Once the interviews and gathering of documents are completed, the information will be forwarded to the decision maker. We will remain in touch with updates on the progress of the investigation. If you are not pleased with the outcome of the investigation, you will have the opportunity to appeal the decision with the [APPEALS OFFICER] within [NUMBER OF DAYS] following the decision.
- Only provide this explanation if this is the process being followed!**

### 8

#### Discuss prohibition against retaliation.

- The school's policies and procedures prohibit retaliation against anyone for their participation in this investigation.
- If you have any questions or concerns about this, you should reach out to [TIX COORDINATOR] as soon as possible. Confirm that the witness has the right contact information.



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#### Interview of the Cheerleading Coach

- If the coach is a member of the collective bargaining unit, ensure you have taken all measures required prior to interviewing, including allowing for a union representative to attend with the coach. Note that coaches may not be members, especially if they are non-licensed staff who do not teach at the school, but only coach. They are, however, employees, subject to discipline or termination in that capacity.
- If the coach arrives alone, remind the coach of the right to have a union representative present. If the coach has a person with them, identify if that person is a union representative or other advisor.
- If there is any potential of criminal implication for the coach, or if the coach does not want to answer questions based on the belief that criminal action may be taken, provide Garrity rights to the coach.

### 11

#### Main Interview Topics:

- Witness background
- General questions

### 10

#### Orlando, Florida Trip

- Did you attend the Florida trip on "X" date?
- Where were you seated on the bus trip home?
- Who was seated next to you?
- Are you aware of anything inappropriate occurring on the bus trip home?
- Did you see this occur, or just hear about it from someone else?
  - If student witnessed: ask if he/she knows of anyone else who witnessed the incident.
- Where were you on the bus in proximity of the incident?
- Have you talked with anyone else about this incident?
- Have you provided any statement, oral or written, about this incident, or seen anything posted by anyone else?
- Have you seen any videos of this incident, or do you have reason to believe a video was made of the incident?
- Are you aware of any similar incidents that have occurred on a bus trip in the past?
- Are you aware of any similar incidents that have occurred involving [persons named]?

### 12

#### Close out Questions:

- Who else do you think we should speak with?  
 What information do you think they have?  
 Is there any additional information that you think might help us determine what happened?
- Anything else we didn't ask you that you think might be informative in the investigation?