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| When selecting an investigator an agency should consider the following; |
| - Objectivity, impartiality, potential biases of the investigator selected  - The experience conducting investigations of the investigator selected  - The investigator’s familiarity with agency and/or type of work  - The investigator’s professionalism  - The investigator’s availability  - Cost to hire an outside investigator  - The investigator’s ability to effectively communicate in writing the finding of the  Investigation  - The investigator’s ability to effectively communicate orally the finding of the  investigation, i.e., will make a credible, likeable and understandable witness  - The investigator has to be someone who is credible, respected, regarded as fair and impartial, and knowledgeable about state policies and employment issues.  - The investigator needs to have good interviewing skills, be well-organized and able to develop and follow a plan, and be able to communicate well with the various types of employees who will be interviewed.  - The agency should consider how well the investigator will stand up in court if called upon to testify in a lawsuit, and whether the investigator can be safely trusted with all the confidential things that will come up during the process. |

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| Possible investigators |
| - Human Resources staff  - CHRO  - High level manager if it appears that someone with more clout will get better cooperation from potential witnesses such as other management staff.  - Outside investigator such as a consultant or attorney  - Agencies may need to involve experts in technical matters, when technical issues are involved, such as the existence or deletion of computer files. |

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| While serving in this capacity, you will interview the following individuals (Complainant, Accused, and Witnesses). The process includes the investigator asking questions, listening, and documenting responses while formulating appropriate follow up questions to produce a full and complete understanding of the facts, evaluating the interviewee’s responses in the interview, and producing a complete report of the facts collected. | | | |
| Following is a list of the Complainant, Accused, and known Witnesses: | | | |
| Role | Name | Phone | e-mail |
| Complainant |  |  |  |
| Accused |  |  |  |
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| Upon accepting this assignment, you are expected to keep all information gained during the process confidential. In order to ensure the integrity of the interview and investigation process, we are asking potential investigators to evaluate their professional and personal relationship with the; | | | |
| Complainant | | | |
| Do you have any relationship with the complainant? 🞎 Yes 🞎 No | | | |
| What is the nature of the relationship? | | | |
| Would it influence your objectivity in the process? 🞎 Yes 🞎 No | | | |
| Accused | | | |
| Do you have any relationship with the accused? 🞎 Yes 🞎 No | | | |
| What is the nature of the relationship? | | | |
| Would it influence your objectivity in the process? 🞎 Yes 🞎 No | | | |
| Any Possible Witnesses | | | |
| Do you have any relationship with any of the possible witnesses? 🞎 Yes 🞎 No | | | |
| Which witnesses? | | | |
| Would it influence your objectivity in the process? 🞎 Yes 🞎 No | | | |

Investigator Self Evaluation Questionnaire

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| 🞎 Yes, I am able to conduct the investigation. |
| 🞎 No, I am unable to conduct the investigation. |

If you discover at any time that the above listed relationships, relationships with previously unknown witnesses, or any other conflict arises that might influence your objectivity in the process, we ask you to notify HR that you are unable to conduct the investigation.

I agree to the terms and conditions of this assignment as stated above.

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Investigator Signature Date