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# Interview Record template

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| **Associate Name** |  |
| Date |  |
| TL |  |
| OM |  |

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| **Details Of Issue / Incident**  Pre-type relevant questions – date/time of incident / details of what occurred / people present / specific language used / body language, actions, attitude / awareness of prior issues / ongoing disputes |
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| **Any Other Points To Raise Or Consider**  Give the witness the opportunity to raise any concerns which may not have related directly to this incident – for example, the person has had problems with the same colleague previously but not raised it before |
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| **Next Steps**  Confirm interview details will be typed up and passed to them for agreement and signing  For the person being investigated confirm all statements will be reviewed before any future actions or decisions are made  For witnesses – if the person has been directly involved they may wish to know the outcome of the investigation, ask for their preference and tailor next steps  Witness only, thank them for their time and confirm they are happy to be approached again if there is a need for further clarification or questioning as the investigation continues  \*\*\*The statements they make will not be shared with the person under investigation | |
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| **Signed (ASSOCIATE):** | **Signed (TEAM LEADER):** |
| **Signed (OPS MANAGER):** | **Signed (SENIOR OPS MANAGER):** |