

### **Top ten tips for conducting a good investigatory meeting**

1. Invite the employee in writing – give them sufficient notice to prepare – it doesn't have to be a week, but it is good practice to get their agreement if the time span is less.
2. Consider holding the meeting away from the usual workplace to reduce the likelihood of the employee feeling under pressure.
3. Prepare the room so that you won't be interrupted. Have water and tissues available.
4. Set aside sufficient time to fully cover all the issues.
5. Have someone with you to take notes so you can concentrate on asking the questions.
6. Prepare questions carefully to cover all you want to know. Try to think of all the possible angles and ask appropriate questions based on what you find out as you go along.
7. Don't be afraid to ask sensitive or direct questions e.g. Did you take the money?
8. Get the notes written up as soon as possible afterwards. Get the employee to sign and date each page of the notes and give them a copy to keep.
9. Repeat the process if you find you want to ask additional questions after hearing other evidence, or if you simply forget something.
10. If new allegations come to light you will need to do another investigatory interview to give the employee the opportunity to respond. Nothing should come up at the hearing which has not already been discussed.