

HR - Employee Investigative Interview

Headway Rep: _____ Date: _____
Headway Rep: _____
Headway Rep: _____
Employee Name: _____ Job Type: _____

Please note the following important information:

- This meeting has been scheduled to provide you with an opportunity to respond to the following allegations:

- Your responses to questions, specifically relating to the allegations, will be considered and we ask that you please provide as much information as necessary to ensure the outcome is fair and just.
- We ask that this meeting remains confidential and failure to comply may result in further action.
- You were offered the opportunity to have a representative present and you have chosen to:
 1. Not to have a representative present
 2. Have a support person present. Name: _____
 3. Have a representative present. Name: _____

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Can you confirm that prior to this meeting you were provided with an allegations letter dated _____ YES / NO

Do you have any questions before we begin?

Can you confirm you were rostered on _____? YES / NO

Can you detail what happened during this shift?

Employee signature: _____ Date: _____

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Endorsement & Determination

Determination:

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____

Name _____ Signature _____ Date _____