

How to Conduct an Effective Workplace Investigation		
Step 1	Provide Protection	Separate the alleged victim from the accused. This may be necessary to guard against continued harassment or retaliation.
Step 2	Ensure Confidentiality	Protect the confidentiality of the claims to the best of your ability.
Step 3	Select the Investigator	The appropriate investigator should be able to investigate objectively without bias.
Step 4	Create a Plan	An investigation must be planned out to be effective and properly executed.
Step 5	Develop Interview Questions	Good questions are relevant and designed to draw out facts without leading the interviewee.
Step 6	Conduct Interviews	The investigator should focus on being impartial and objective to gather and consider relevant facts.
Step 7	Make a Decision	Make the final determination of any employment actions that are warranted based on the investigative report.
Step 8	Closure	Once a decision is made, the employer should notify both the complaining employee and the accused of the outcome.