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Pre-Investigation Checklist

Plan your investigation strategy

Review all potentially relevant handbook and collective bargaining agreement provisions

Evaluate the pros and cons of conducting an investigation

Pick a competent and impartial investigator

Analyze potential risk factors (e.g., protected class status, retaliation concerns, etc.)

Review the allegations and prepare a list of potential witnesses and questions

Establish a secure and confidential investigation file

For more information, please visit
manpowerblogs.com/toth

