Ogletree Deakins

Artful Inquisitions: Mastering Investigation Interviews

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Presented by:

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Agenda

- Tips for how to uncover the truth in investigations
- How to prepare for interviews
- Best practices for how to start and stop an interview
- Tips and methods of asking questions to capture the most information and to fill in the gaps

Preparation



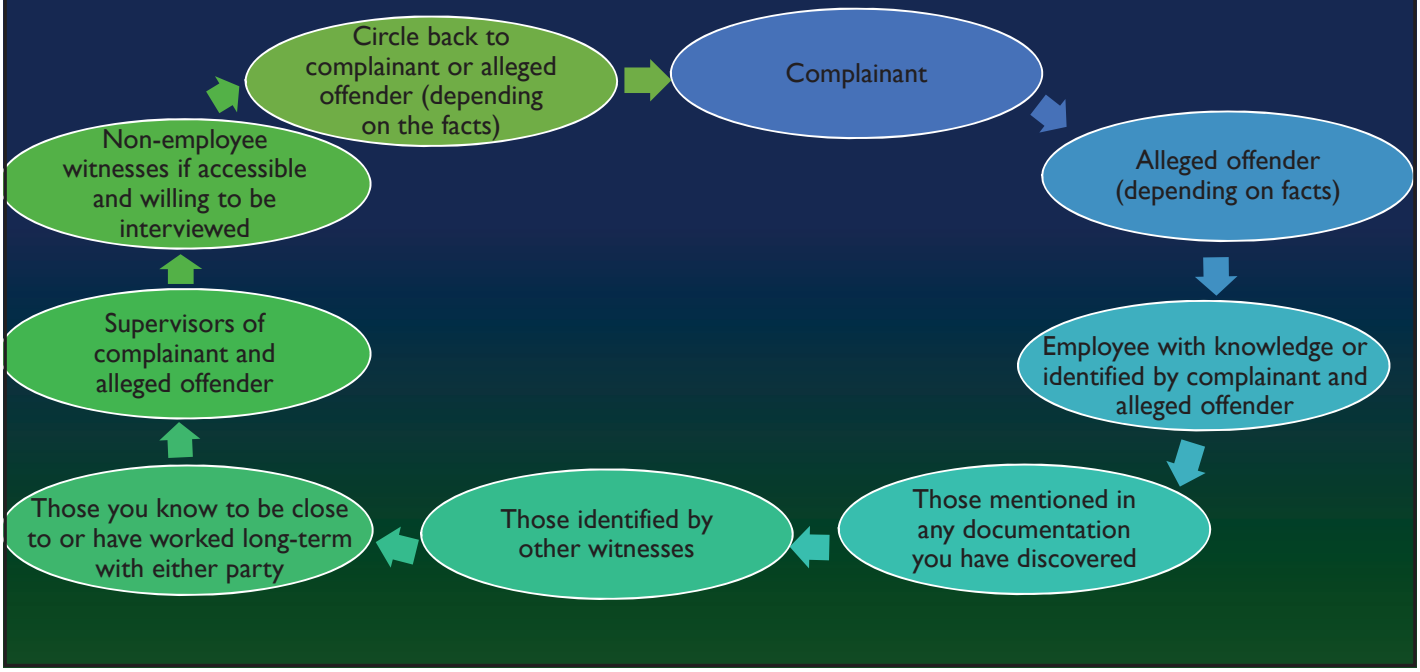
Preparation

- Assess the complaint and determine scope
- Determine if immediate or interim measures are required
- Determine who will investigate

Preparation

- Prepare an investigation plan
  - Identify witnesses
  - Determine likely order of witnesses
  - Identify documents/policies to collect/review
- Create a timeline and estimated deadline for investigation
- Determine location of interviews
- Develop opening script/questions

Order of Interviews



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First appeared as part of the conference materials for the
27th Annual Labor and Employment Law Conference session
"Internal Investigations"