

May 7, 2020 ▪ Austin, Texas

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Presented by:

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## Agenda

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- 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

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## Preparation

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

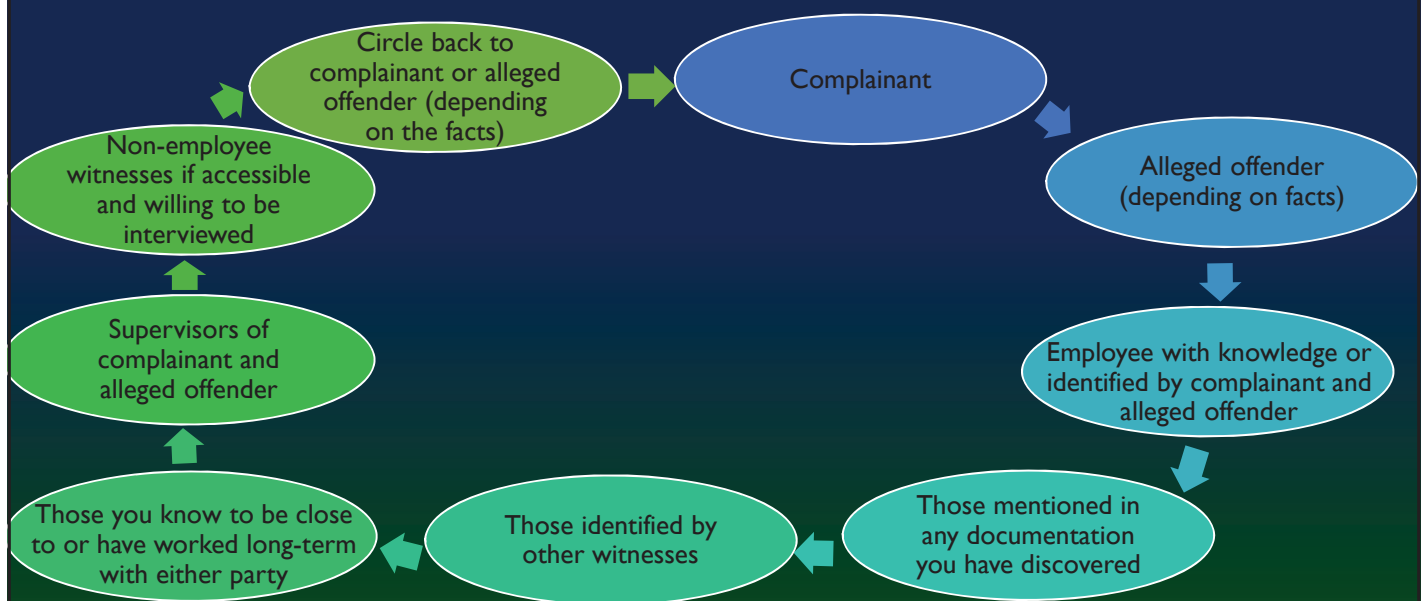
# Preparation

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- 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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Find the full text of this and thousands of other resources from leading experts in dozens of legal practice areas in the [UT Law CLE eLibrary \(utcle.org/elibrary\)](http://utcle.org/elibrary)

Title search: Artful Inquisitions: Mastering Investigation Interviews

Also available as part of the eCourse

[Answer Bar: Handling Employee Investigations in Today's Workplace](#)

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