**FINDING NOTES TEMPLATE**

|  |  |
| --- | --- |
| **STRICTLY PRIVATE & CONFIDENTIAL**  **FILE NOTE** | |
| Name of witness/employee interviewed |  |
| Job title |  |
| Department |  |
| Allegation/Issue |  |
| Date of interview |  |
| Interview Venue |  |
| Name(s) of other attendee(s) | *e.g. note-taker, companion* |
| Interview Started | *time* |

|  |
| --- |
| **Introduction** |
| *e.g. introductions/right of representation if applicable/purpose/sharing of information/relevant procedure & process* |
| **Note of Discussions** |
| *e.g. identify questions and answers*  *(When taking notes the initials of those speaking should be recorded against what they stated)* |
| **Additional Information** |
| *e.g. reasonable adjustments implemented to enable the employee to attend interview, any documentation supplied by the witnesses* |

**I confirm that this is an accurate record of the meeting held on <DATE>.**

|  |  |
| --- | --- |
| Interview finished | *time* |
| Signed by Investigatory Officer |  |
| Signed by Employee |  |
| Date |  |