**FINDING NOTES TEMPLATE**

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| **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* |

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| **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>.**

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