Fact-Finding/ Investigatory Meeting

* If discipline is being contemplated conduct a fact-finding/investigatory meeting to gather the facts.
* Schedule the meeting in advance. Let the employee know it is investigatory.
* Compile some pre-determined questions to ask employee(s) in advance to be prepared.
* This is your meeting as the manager. You are there to gather information you need, rather than to reprimand or negotiate with the employee.
* Keep the meeting low key. Role model respectful behavior throughout. The purpose of the meeting is to investigate the issue and get the employee’s version and ask clarifying questions.
* A good thing to remember is to go into the meeting with an open mind. Don’t make your decision to discipline before the meeting. With this mindset you will be better able to listen to what the employee is telling you.
* Don’t tell the employee what you have decided in the meeting. Take the information and go over it with your HR person or your supervisor. Take facts and mitigating circumstances into consideration before making your decision to discipline.
* Don’t keep the employee in limbo. Make sure you get back to the employee either by meeting with them to present a disciplinary document or to tell them that there will be no discipline.