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.
* Have some pre-made question. Compile questions to ask employee in advance to prepare.
* This is your meeting as the manager. You are there to see information. O need to maintain control of the meeting.
* Keep the meeting low key. Role model respectful behavior. The purpose of the meeting is to investigate the issue and get the employee’s version and ask clarifying question.
* 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. Mae sure you get back to the employee either by meeting with them to present a disciplinary document or tell them that there will be no discipline.