

# INTERVIEW PLANNING CHECKLIST

Steps	Done?	Notes
Review documents, correspondence, submissions, DO research, other evidence already available <i>(To inform witness selection/sequencing and interview question formulation)</i>		
Interview discloser <i>(To inform witness selection/sequencing and interview question formulation)</i>		
Review list of potential witnesses and decide whom to interview		
Reconsider reprisal risk; re-assessment		
Reprisal mitigation plan		
Determine sequence and timing of interviews <i>(Consider reprisal risk assessment and any mitigation plan)</i>		
Confirm neutral, comfortable interview venue <i>(Consider cultural humility and trauma-informed principles and practices)</i>		
Prepare notification letter/interview invitations <i>(See samples)</i>		
Does witness need accommodation? Arrange.		
Does witness want third party to attend? <i>(Discourage work unit support persons. Consider confidentiality agreement for third party)</i>		
Schedule interviews		
Prepare opening script		
Prepare interview questions guide <i>(Tag questions to relevant evidence for ease of reference)</i>		
Provide area of inquiry and records to be referenced to the witness/respondent in advance as appropriate given confidentiality and the integrity of investigation <i>(Supports right to be heard and transparency)</i>		
Ensure recording method resourced and functional		