

INTERVIEW PLANNING CHECKLIST

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		
If indicated, complete GBA analysis		
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 3rd party to attend?		<i>Discourage work unit support persons. Consider confidentiality agreement for 3rd 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		