
HUMAN RESOURCES INVESTIGATION SUMMARY REPORT

Date investigation was opened: _____

Investigator(s) name(s): _____

Name, title and department of accused: _____

Description of the allegation (include names, location of incidents, times, dates):

Name, title, department of accuser(s): _____

Interview timeline (include dates and times of interview, location of interview, names of everyone present). Attach interview notes.

Summary of evidence that confirms or denies allegation:

Applicable employer policy (or policies):

Recommended actions for employer to take:

Actual actions taken by employer:

Date accuser was notified of actions taken:

Date accused was notified of actions that will be taken:

Other post-investigation follow-up conversation(s) (include dates, names and topics of discussion). Attach relevant meeting notes.

Date investigation was closed: _____