INVESTIGATION MEETING
MEMBER PREPARATION

Meeting Walkthrough:

Process:

- Two or three people from the Employer side will attend (typically one HR representative and one or two managers)
- I will take notes during the meeting so you can focus on answering questions
- The Employer will start by asking basic questions, such as your classification, FTE, and length of service.
- The Employer will then ask questions about the concern or incident
- The meeting will end, and usually the Employer will need to set another meeting date for the outcome meeting

Key Points:

- Investigations are for fact-finding and are not inherently bad, and outcomes can range from finding no concern to finding concerns that result in discipline
- We can address any discipline or issues once we know the outcome
- If we have concerns following the meeting, we can work with the Local and LRO to resolve them
- It is not a courtroom, so we won't be objecting
- We can ask clarifying questions and for copies of any documents they use
- We can take a break and talk privately anytime; just ask

Duespayer Instructions:

- Focus on answering the questions
- Don't elaborate unless asked
- Be honest
- If you can't remember, say so
- Ask for clarification
- Breathe
- Think before speaking
- Don't try to fill silences
- Explain rather than argue
- Take accountability
- Ask for things you need to remember (such as a chart)
- Ask for a break if you need one
- Watch your body language (angry, smiling, eye-rolling)

While the member may be anxious, angry, or sad, your job is to empathize and refocus on the task at hand. To redirect their thoughts, you might say,

> *"I understand that you are feeling worried about this meeting. We don't know the outcome yet, and if we focus on staying calm and answering questions honestly and thoughtfully, we can get through the meeting and start discussing a plan to move forward. I can help you with that once we move past this obstacle."*