

Title IX Investigation Report Checklist

- [] The name and title of the investigator
- [] The date the report was completed
- [] If there is a complaint, the date of the complaint and name of the employee who complained
- [] If there is no complaint, how and when the company learned of the problem *[for example, a girl hit a boy for touching her buttocks]*
- [] A summary of the incident(s) under investigation, from the complaint or other information that caused the company to investigate
- [] A summary of any actions taken before the investigation began, such as placing an employee on leave, changing an employee's reporting relationship, or calling in an outside expert
- [] When the investigation began, including the reasons for delaying any part of the investigation (if applicable)
- [] Who was interviewed
- [] The date and time of each interview
- [] The names of any witnesses whom you chose not to interview, and the reasons for your decision
- [] What documents or other evidence were gathered
- [] Where documents or evidence were found *[for example, in an employee's personnel file, pinned to the company bulletin board, or in an employee's desk drawer]*
- [] When documents or evidence were gathered
- [] Your conclusions and how you came to them, including a summary of the witness's statements and any other facts you considered in relation to the incident(s) under investigation
- [] Any important issues left unresolved
- [] Your recommendations for action or, if you are responsible for taking action, the actions taken as a result of the investigation *[for example, discipline against the wrongdoer or workplace training]*