



RUGGLES
LAW FIRM

CALIFORNIA EMPLOYMENT & WAGE LAW

Employee Workplace Investigation Notebook

Page 1 — Key Facts and Important Contacts



Employee name: _____

Employer / Company: _____

Job title: _____

Department / Location: _____

Supervisor: _____

HR contact: _____

Investigator name: _____

Date placed on leave (if any): _____

Date first notified of investigation: _____



QUICK REMINDERS



Write down
dates promptly



Preserve
documents and
messages



Bring questions
to interviews



CASE / ISSUE SUMMARY



MAIN ALLEGATIONS OR COMPLAINT



DESIRED OUTCOME / TOP CONCERNS



Ruggles Law Firm, APC | www.ruggleslawfirm.com

(916) 758-8058

Informational only. Not legal advice.



Date	Time	Event / Meeting	Who Was Involved	What Was Said or Done	Follow-Up Needed



Important Contacts

HR _____
Manager _____
Witness 1 _____
Witness 2 _____
Attorney / Advisor _____
Other _____



Tip: record details as close in time to the event as possible.





1. INTERVIEW NOTES

Date / time: _____

Who attended: _____

Main questions asked:

My main responses:



2. EVIDENCE CHECKLIST

☐

Emails

☐

Texts / chats

☐

Photos or screenshots

☐

Handbook / policy

☐

Performance reviews

☐

Leave / accommodation records

☐

Discipline or leave notices

☐

Witness list



3. QUESTIONS AND NEXT STEPS

Questions for HR:

Questions for the investigator:

Questions for an attorney:

Next deadlines or follow-up dates:

