**Interview Plan**

**Investigation under the *Public Interest Disclosure (Whistleblower Protection) Act***

Prepared by: Click or tap here to enter text.

Date: Click or tap to enter a date.

Ref: Click or tap here to enter text.

Interviewee: Click or tap here to enter text.

**PREAMBLE**

*“Today’s date is [date], the time is [time]. This is [name, title]. I’m speaking with [name, title] regarding public interest disclosure investigation [case #].*

***Preliminary matters:***

1. Acknowledge recording
2. Confirm understanding that the investigation is being conducted under the Act and the protection provisions of the Act
3. Explain your role
4. Explain interviewee’s role
5. If third-party present, explain expectation on participation of third party
6. Explain purpose of interview
7. Address any procedural concerns (i.e. time limitations)
8. Explain confidentiality requirements

**INTERVIEW PURPOSE**

**Issues under Investigation:**

Click or tap here to enter text.

**Key information required from interviewee:**

Click or tap here to enter text.

**INTERVIEW PREPARATION**

**Questions:** (open ended)

Click or tap here to enter text.

**Record-specific questions:**

Click or tap here to enter text.