



Interview Plan



**ACCREDITED
PROVIDER**
#776683

Verify at: www.thecpdaccrtditiongroup.com

Interview plan

Case reference

Interviewee

Status

Witness

Significant witness

Subject

DOB

Age

Nationality

Address

Home

Business

Other parties

Legal advisor

Friend

Union Rep

HR

Any special requirements

Preparation

Interviewer/s

OIC

Interview
Advisor

Venue

Booked

Recording

Audio

Visual

Resources

(Documents,
exhibits etc.)

Planning

| Known | + | Believed | Unknown |
|-------|---|----------|---------|
| | | | |

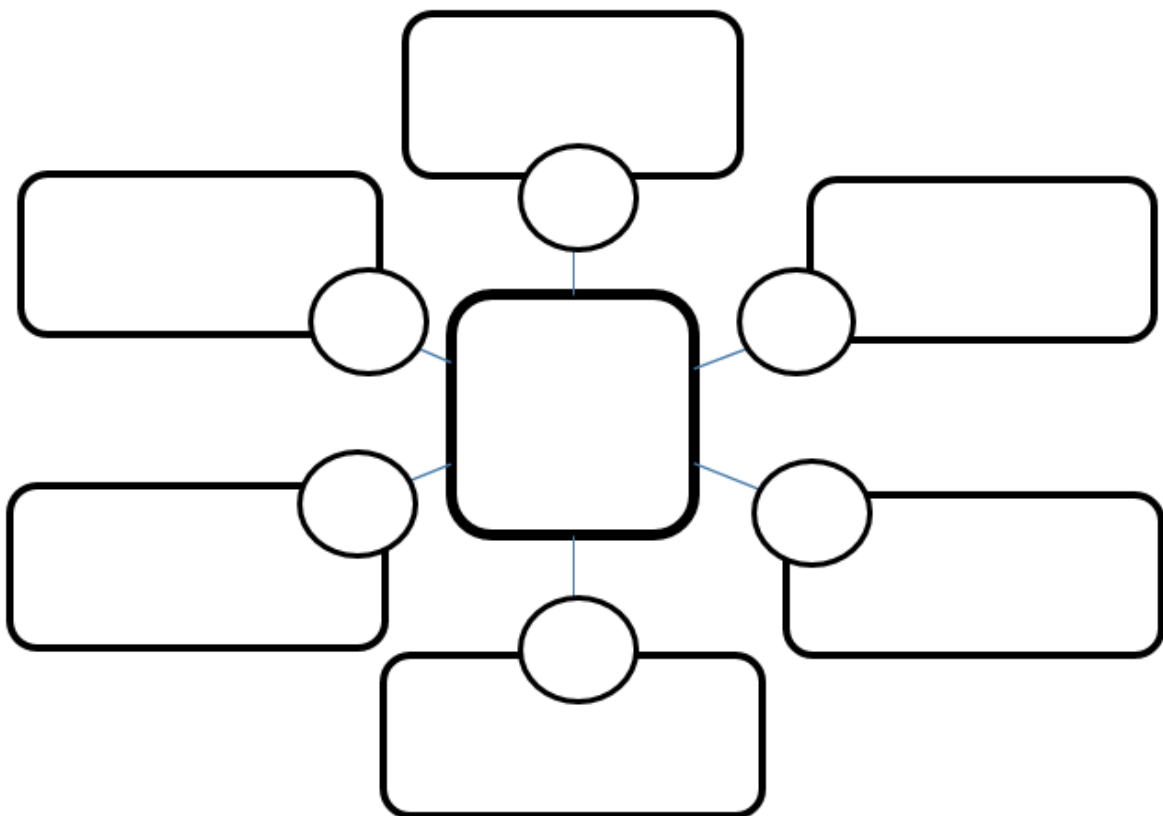
Aims and objectives

| | |
|-------------|--|
| Compiled by | |
|-------------|--|

| | |
|--------------------------|--|
| OIC Interview Advisor | |
|--------------------------|--|

Tactics

| Topic | Areas |
|-------|-------|
| | |
| | |
| | |
| | |
| | |
| | |



Structured Introduction

Legal

You have been asked here today as part of an enquiry the details of which will be fully explained to you. Your attendance here is appreciated and is voluntary. You may leave at any time. You also have the right to have a friend/legal representative/union representative present during this meeting. A record of this meeting will be made available to you,

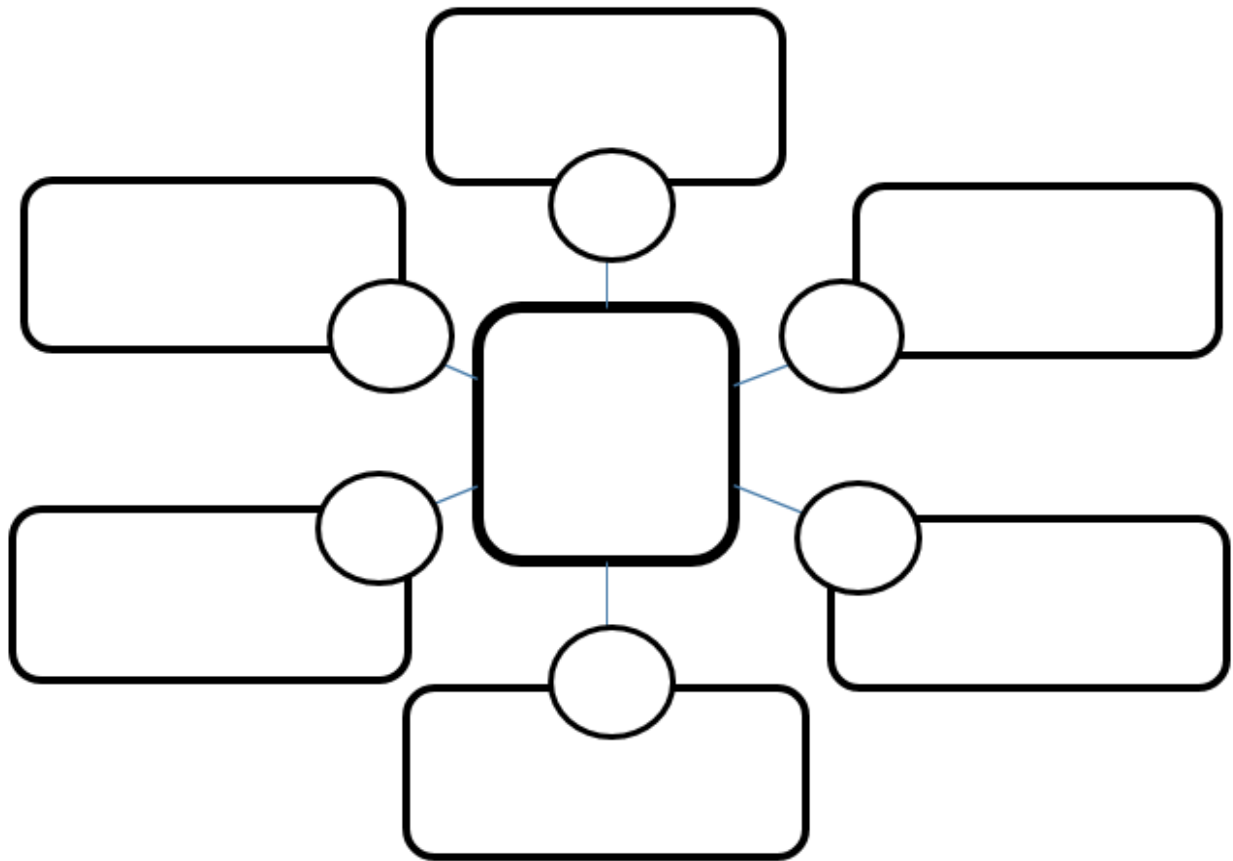
Why?

What?

How?

Opening question.

Presenting evidence



| Challenge | Evidence |
|-----------|----------|
| | |
| | |
| | |
| | |
| | |
| | |

Interview record

| | |
|-----------------------------------|--|
| Time Interviewee arrived at venue | |
|-----------------------------------|--|

| | |
|-----------------------------|--|
| Time Interviewee left venue | |
|-----------------------------|--|

| | |
|--------------------------|--|
| Time Interview commenced | |
|--------------------------|--|

| | |
|--------------------------|--|
| Time Interview concluded | |
|--------------------------|--|

Breaks

| | |
|----------------|--|
| Time commenced | |
|----------------|--|

| | | | |
|----------------|--|--------|--|
| Time concluded | | Reason | |
|----------------|--|--------|--|

| | |
|----------------|--|
| Time commenced | |
|----------------|--|

| | | | |
|----------------|--|--------|--|
| Time concluded | | Reason | |
|----------------|--|--------|--|

| | |
|----------------|--|
| Time commenced | |
|----------------|--|

| | | | |
|----------------|--|--------|--|
| Time concluded | | Reason | |
|----------------|--|--------|--|

| | |
|----------------|--|
| Time commenced | |
|----------------|--|

| | | | |
|----------------|--|--------|--|
| Time concluded | | Reason | |
|----------------|--|--------|--|

| | | | | |
|--------------|--------------------------------|--------------------------------|---|--------------------------------|
| How recorded | Audio <input type="checkbox"/> | Video <input type="checkbox"/> | Contemp. Notes <input type="checkbox"/> | Notes <input type="checkbox"/> |
|--------------|--------------------------------|--------------------------------|---|--------------------------------|

Use this box to record any significant event which may have occurred during the interview.

| | |
|--------|--|
| Signed | |
|--------|--|

| | |
|-----------------------|--|
| OIC/Interview advisor | |
|-----------------------|--|