



The 3 Phases of an EEO Investigation

A Checklist



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Receiving the EEO Complaint



Listen and document the allegation



Consider resolving the issue informally



Ask for witnesses and/or key information

Conducting the Investigation



Explain the EEO investigation process



Interview the involved parties



Collect evidence and other key files





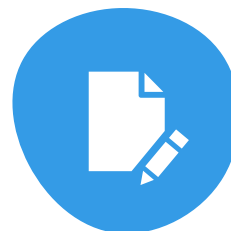
Concluding the Investigation



Review the laws, evidence and interviews



Based on your findings, come to a decision



Write the investigation report

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