



## Interview Notes

Remember to bring notepad, pen, and current contract to meeting. Explain the Investigatory process to the union member and go over the list of do's and don'ts with them before the meeting.

Name of member: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Place of meeting: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Those in attendance for Management:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Anyone taking notes for management: \_\_\_\_\_

Those in attendance for MEA:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Meeting subject/ Purpose: \_\_\_\_\_

Discussion/ Q&A: \_\_\_\_\_

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