



Is there any indication the matter you're addressing stems from discriminatory, retaliatory, harassment or any other potentially illegal behavior?

YES

NO



Were you notified of the issue from an outside agency (e.g. EEOC, OSHA, or any governmental agency) or external attorney?

YES

NO



Is the issue part of a pattern of behavior?

YES

NO



Does this issue involve more than one person?

YES

NO



Do you need to interview people to determine what happened?

YES

NO

Will you require special expertise in order to reach a conclusion (e.g., audit, IT, etc.)?

YES

NO



Document an Employee Relations Case in HR Acuity



Conduct an investigation in HR Acuity and/or speak with your manager/legal for additional guidance

