

Checklist for Closure

Internal Investigation Closure Checklist

ESSENTIAL STEPS FOR SUCCESS

Ensure that all procedures are properly followed before closing the case.



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Book a Consultation

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Internal Investigation Closure Checklist

1. Review the Entire Case File

- Ensure all steps of the investigation were thorough and fair
- Confirm that all evidence is included: transcripts, audio/video recordings, notes, etc.
- Double-check that all documentation is legible, organized, and understandable

2. Meet with the Parties Involved

Schedule individual meetings with:

- The complainant
 - The accused
 - Any relevant supervisors or managers
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- Communicate that the investigation has concluded
 - Explain the findings and any resulting actions without disclosing any confidential personnel information
 - Reiterate confidentiality expectations
 - Encourage unresolved concerns to be directed to management, not discussed with peers
 - Keep discussions forward-looking and constructive

3. Document All Final Meetings

- Record the date, time, and location of each meeting
- Summarize key discussion points
- Note any disagreement or dissatisfaction with the outcome

4. Evaluate and Update Policies if Needed

- Review company policies
- Identify gaps, outdated language, or unclear procedures
- Recommend policy updates if issues contributed to the complaint
- Present suggestions to management

5. Take Appropriate Action Based on Findings

If wrongdoing occurred:

- Follow company procedures for disciplinary or corrective actions
- Document all actions taken

If no wrongdoing but policy issues exist:

- Suggest policy improvements to prevent future complaints

If no issues are found:

- Officially close the file

