



## **CONTINUING EDUCATION**

### Course Outline

# Conducting HR Investigations

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Conducting effective internal investigations is a key skill for HR professionals. A well-executed investigation not only maintains employee trust, but also provides a solid defense if the issue proceeds to an agency or court. Discover how to structure an investigation, when to use an outside investigator and how to conduct interviews. Understand the agency complaint process and learn how to give a deposition. You will also conduct a mock investigation and decide on an appropriate action to take to resolve the complaint.

## **Who Should Take This Course?**

This course is designed for practicing HR professionals or students who have completed or are currently enrolled in the HR Generalist Certificate Program.

## **Course Objectives**

At the completion of this class, students will be able to:

- Discuss criteria for determining if a formal investigation is warranted
- List the steps in an internal investigation
- Outline tips for witness interviews
- Describe the deposition process
- List tips for effective documentation
- Outline the agency claims investigation process

## **Course Info**

- Length: 6 hours
- Format: Classroom instruction and demonstration
- Prerequisite: Green River's HR Generalist Certificate or prior HR experience

## **Course Content**

- Legal terminology
- Purposes of an investigation
- When to do a formal internal investigation
- Setting up an investigation
- Conducting interviews
- Weingarten rights
- Conducting searches
- Determining conclusions/taking action
- Investigation documentation

- The DOL, EEOC, OFCCP claims investigation process
- Anatomy of a lawsuit
- The deposition process
- Building (and documenting) your expertise as an investigator
- Activity: Investigation simulation

## **Assessment/Evaluation**

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

## **Course Completion/Continuing Education Unit (CEU) Letter**

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend\* 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

\*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

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The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided. This syllabus is available in alternate formats upon request. Green River College is an equal opportunity educator and employer. Learn more at [www.greenriver.edu/accessibility](http://www.greenriver.edu/accessibility).