

## PRE-DISCIPLINARY INTERVIEW STEWARD NOTES

Craft Member being interviewed: \_\_\_\_\_

Supervisor conducting interview: \_\_\_\_\_

Additional people in attendance: \_\_\_\_\_

Date of interview: \_\_\_\_\_

Interview Start Time: \_\_\_\_\_ Interview End Time: \_\_\_\_\_

1. Did the supervisor forewarn the craft member what discipline was being considered? Yes or No
2. Did the supervisor forewarn the craft member as to the specific charge? Yes or No
3. Did the supervisor give the craft member an opportunity to *read* any information that was being relied upon or read the information to the craft member? Yes or No
4. Did the supervisor ask the craft member for their side of the story? Yes or No
5. Did the supervisor take notes of what the craft member had to say? Yes or No
6. Did the supervisor read from a prepared set of questions or comments? Yes or No
7. Did anyone else ask questions of the craft member? Yes or No

\_\_\_\_\_  
Shop Steward

(Use reverse side for notes)