ILLINOIS STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

TO: _____
CLASS: _____
DATE: _____

REPORTING NOTICE/INVESTIGATORY INTERVIEW

You are to report to:

_____
Location

_____
Day, Date, and Time

You will be asked to discuss the following concerns:

- ☐ Misconduct
- ☐ Violation of Work Rules
- ☐ Other Reason(s)
- ☐ Absenteeism
- ☐ Unsatisfactory Performance
- ☐ Insubordination

Describe Below:

_____

_____

_____

_____

You are entitled to a union representative of your choice. Obtaining representation is totally **your responsibility.**

I have read and fully understand the above statements:

Received by: _____ _____ _____
Employee Signature | Date | Time

Delivered by: _____ _____ _____
Signature | Date | Time

Notice delivered to union representative:

_____ _____ _____
Signature | Date | Time

DISTRIBUTION: Employee - Department - Human Resources - Union