Illinois State University
Office of Human Resources

To:
Class:
Date:

Reporting Notice-Investigatory Interview

You are to report to: _____

Location: _____

Date: _____

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:

_____

Employee Signature Date Time

Notice delivered to union representative:

_____

Employee Signature Date Time

Distribution: Employee—Department
Human Resources—Union