

Credibility Checklist for Investigators – A Quick Take Tool

Conducting workplace investigations is a critical responsibility for anyone assigned to the task. This checklist helps investigators weigh important factors when determining credibility.

Consistency

- ☐ Are their statements generally consistent?
- ☐ Any changes explained naturally?

Corroboration

- ☐ Do documents or witnesses support their account?

Plausibility

- ☐ Does the story make sense given the known facts?

Motive

- ☐ Is there any clear reason to lie or exaggerate?

Demeanor (Use caution)

- ☐ Note behaviors factually (avoid assumptions)

Opportunity & Ability

- ☐ Did they have a good opportunity to perceive the event?

Detail

- ☐ Are there meaningful, authentic details?

Timing

- ☐ Was there a delay in reporting? (If yes, is there an understandable reason?)

★ Final Self-Check & Reflection

- ☐ Am I relying on facts, not personal assumptions?
- ☐ Have I avoided placing too much weight on any one factor?
- ☐ Have I noted any personal bias that could cloud my judgment?

Important Reminder: *Credibility is multi-faceted. No single behavior or detail proves truthfulness. Consider the full picture. When needed engage the assistance of qualified counsel to review allegations, evidence, and findings.*

This checklist is provided for educational purposes only.



Reach out to the team of experts at [HRAnswers.org](https://www.HRAnswers.org) for assistance with investigations in your organization, including training for your team.