Employee Information Sheet

											OPINION
											SUSPICION
											VOUCH FOR
											NAME
											POSITION
											FULL/PART-TIME
											TENURE
											WORKS NIGHTS/UNSUPERVISED
											AGE
											MARITAL STATUS
											DISCOVERED INCIDENT
											PRESENT AT TIME
											PRIMARY ACCESS
											EMPLOYMENT HISTORY
											HIGH/LOW SALARY
											CHANGE INCOME/COMMISSION
											SPENDING HABITS
											SLOPPY WORKMANSHIP
											POOR PRODUCTIVITY
											DISCIPLINARY ACTIONS
											BAD ATTENDANCE/LONG BREAKS
											SOCIAL PROBLEMS
											FRIENDS VISIT/PHONE CALLS
											DISGRUNTLED/DISSATISFIED
											LOOKING FOR NEW JOB
											SIMILAR SIDE BUSINESS
											SCHOOL
											SUSPECTED BY FACT GIVER
											COMMENTS
											FACT ANALYSIS
											INCIDENT
											PATTERN

EMPLOYEE INFORMATION SHEET

THE DATA SHEET IS DESIGNED TO ASSIST THE INVESTIGATOR IN HAVING AN OVERVIEW OF THE EMPLOYEES THAT ARE TO BE QUESTIONED DURING THE INVESTIGATION. THE INVESTIGATOR SHOULD PUT A CHECK MARK (√) AFTER THE EMPLOYEE'S NAME IN EACH CATEGORY THAT APPLIES TO THAT EMPLOYEE:

1. **FULL/PART TIME:** This is to indicate whether the employee works full time or part-time. If the employee works part-time, a check mark (√) should be put in the corresponding box.
2. **TENURE:** This is to indicate how long the employee has worked for the company. The investigator is concerned if the employee has been employed for less than one year and especially those employed less than six months in the retail environment. For non-retail employees, the investigator is concerned if the employee has been employed less than two years. Tenure less than one year is marked with a check (√) mark.
3. **UNSUPERVISED:** Generally, employees working in those areas that have minimal supervision should be identified with a check (√) mark because they are more likely to be involved in theft or drug use.
4. **AGE:** If the age of the employee is in the early 20's or lower, this should be identified with a check (√) mark.
5. **MARITAL STATUS:** It should be checked (√) if the employee is single.
6. **DISCOVERED INCIDENT:** This check (√) is to identify which individual discovered the incident being investigated.
7. **PRESENT AT TIME:** This check (√) is to identify those employees that were present at the time when the incident could have occurred.
8. **PRIMARY ACCESS:** This check (√) is to identify those employees that had primary access to commit the crime, i.e., combination to safe, key to office.
9. **EMPLOYMENT HISTORY:** This check (√) is to identify those employees that have previously worked in types of positions or companies that have a higher incidence of employee theft.
10. **HIGH SALARY/LOW SALARY:** This is to identify, with a check (√), those employees that are receiving a low salary or have reached a high level of income.
11. **CHANGE INCOME/COMMISSION**: This is to identify those individuals that have had their income or commission lowered.
12. **SPENDING HABITS:** This check (√) is to identify any individuals that appear to be "living above their income" or making purchases outside their means.
13. **SLOPPY WORKMANSHIP:** Check (√) those employees that perform their duties in a sloppy manner.
14. **POOR PRODUCTIVITY:** This is identifying those that appear to have a lower productivity of work than other employees.
15. **DISCIPLINARY ACTIONS:** If the individual has had any disciplinary actions, place a check (√) here.
16. **BAD ATTENDANCE/LONG BREAKS:** Check (√) mark those employees that have a higher absence rate than other employees or those that have a tendency to take longer breaks than they should. Also note any employees that were absent the day after the incident or missed an interview appointment to investigate the loss.
17. **SOCIAL PROBLEM:** This is identifying those employees that have some type of social problems, such as: drug/alcohol abuse or divorce.
18. **FRIENDS VISITS/PHONE CALLS:** This is to indicate whether an employee receives what appears to be an unusual number of visits or phone calls at the work place.
19. **DISGRUNTLED/DISSATISFIED:** This check (√) is to identify those employees that appear to be disgruntled with some aspect of the company.
20. **LOOKING FOR A NEW JOB:** This check (√) identifies those employees that are seeking employment with another company.
21. **SIMILAR SIDE BUSINESS:** This is to identify those employees that might have their own business that is similar to the type of work they are doing at the company or have an outlet for stolen merchandise, i. e., flea market, school, etc.
22. **SCHOOL:** This check (√) identifies those employees that are students at the present time. If all employees are in school, add an additional check (√) mark to any one in junior college.
23. **SUSPECTED BY FACT GIVER:** This check (√) identifies any employees the fact giver suspects as possibly being involved in the issue.
24. **COMMENTS:** This is for the investigator to record any additional comments pertaining to the employee.
25. **FACT ANALYSIS:** This is the total number of check marks (√) each subject has in the high risk categories.
26. **INCIDENT PATTERN:** This is to identify which different incidents, such as cash shortages, the employees could have been involved in; often seemingly unrelated incidents with a pattern to a common denominator.
27. **OPINION:** This is for the interviewer to write down his/her overall opinion of the results of each employee's interview (Truthful, Untruthful or Status Uncertain).
28. **SUSPICION:** Each time an employee is named as a possible subject by their fellow workers, a slash mark is put in this box in front of the employee's name.
29. **VOUCHED FOR:** Each time an employee is vouched for by their fellow workers as being above suspicion, a slash mark is put in this box in front of the employee's name.