

Rights Advisory and Interview Scheduling Request

Employee Information

Full Name:

Department:

Position:

Rights Advisory

You are being requested to attend an interview regarding an official matter. You have the following rights:

- The right to be informed of the nature and purpose of the interview
- The right to have a representative present during the interview
- The right to remain silent on matters that may tend to incriminate you

Please acknowledge that you have understood your rights and wish to proceed:

☐ I acknowledge that I have read and understood my rights.

Interview Scheduling

Preferred Date:

Preferred Time:

Representative (if any):

Submit Request