

Checklist for conducting a return to work meeting

- ☐ Ensure you have checked the employee's return date and that you are available to meet with them.
- ☐ Prepare for the meeting; gather all the information required to conduct the interview:
 - ☐ Previous return to work interviews,
 - ☐ Fit notes/self-certification forms,
 - ☐ Previous Occupational Health reports
 - ☐ Evidence of absence 'trigger points' met.
- ☐ Organise a quiet and private room where you won't be disturbed.
- ☐ Ensure the meeting is scheduled to take place before the employee actually starts work in case you need to make any adjustments.
- ☐ Make sure the employee is aware they will be having a return-to-work interview on their first day/shift back and that it is an informal meeting.
- ☐ Schedule enough time for the interview so that the employee feels supported and able to discuss the absence fully.
- ☐ Greet the returning employee warmly and start with a general welfare question to keep the meeting informal and to help the employee relax.
- ☐ Set the boundaries of confidentiality to reassure the employee who will need to know about their reasons for absence (e.g., payroll, senior manager) and that no-one else will be privy to the information.
- ☐ Discuss the reasons for absence and any underlying medical conditions which may need to be allowed for. Discuss any advice the employee has received from their GP.
- ☐ Discuss any other issues the employee may have about returning to work and ideas for how their return can be best managed.
- ☐ Use questions that are of a fact-finding nature without being too intrusive – make sure you actively listen to their responses.
- ☐ At the end of the meeting thank the employee for their responses and make them aware of any next steps they should expect.