**Checklist for conducting a return to work meeting**

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|  | Ensure you have checked the employee's return date and that you are available to meet with them. |
|  | Prepare for the meeting; gather all of 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. |