

Return to Work (RTW) Interview

Checklist 2 - During Interview checks

| Theme | Action | Comments |
|---------------------------------------|--|-----------------------------------|
| e.g. interview letter | sent | Complete, reply received 03.02.14 |
| Check venue shortly before interview | a) Confirm facilities and venue still suitable | |
| Welcome the interviewee back to work | <p>a) Be sincere</p> <p>b) Confirm that they are fit to return to work</p> <p>c) Advise that you are using a checklist to record details and make notes to ensure that nothing is missed. Advise that they will receive a summary of the interview in writing subsequent to the meeting.</p> | |
| Discuss reasons for recent absence | <p>a) Have your information pack available to refer to.</p> <p>b) Explore reasons for absence, use open ended questions.</p> <p>c) Explore what may have caused or exacerbated the absence.</p> | |
| Discuss all absences, as necessary | <p>a) Explore any trends, patterns, triggers that may appear. Be sensitive to the fact that the employee may feel defensive about these issues, or reluctant to discuss circumstances.</p> <p>b) Discuss what help is available, particularly if there is a recurring illness or an identified underlying medical condition.</p> | |
| Advise on possible actions | <p>a) Identify what may happen if attendance remains unsatisfactory</p> <p>b) Provide details of 'warnings' system in place.</p> | |
| Develop an action plan, as necessary. | a) Use attached action plan guide. | |