

## Return to Work (RTW) Interview

### Checklist 3 - Post Interview checks

Theme	Action	Comments
e.g. interview note	Collated and sent	Complete, sent by post 09.02.14
Interview notes	a) Collate notes and checklist into a document and provide interviewee 2 copies. 1 for them to sign and return for your records.	
Write an action plan	a) Use the action plan guide b) Ensure both parties agree and sign.	
Does attendance warrant escalation?	a) Disciplinary proceedings to be implemented? b) Warning to be issued?	
Monitor member of staff	a) Comply with company policy. b) escalate as necessary	
Notify Human Resources	a) Provide copy of meeting notes & action plan	