Return to Work Interview

This Return to Work Interview Form is designed as a guide for the line manager when meeting with employees on their return to work from sickness absence. The meeting should be formal, polite and relaxed with the manager encouraging discussion; listening as much as talking.

|  |  |
| --- | --- |
| **Employee Name:** |  |
| **Post:** |  |
| **Department:** |  |
| **Date of discussion:** |  |
| **Person conducting interview** |  |

**Section 1: Absence Details**

|  |  |  |
| --- | --- | --- |
| 1. Date of absence | From: | To: |
| 1. Date of return to work |  | |
| 1. Did the employee follow the correct absence reporting procedure?   (if no why not) |  | |
| 1. If absence if more than 7 days has a Doctor’s note been received | Yes: | No: |
| 1. What was the reason for absence given in initial phone call? |  | |
| 1. Dates of absence in last rolling 12 month period |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 2: The interview** | | | | |
| 1. How are you now? | | | | |
| 1. Are you able to carry out your normal hours and duties? | | | | |
| 1. What was the cause of your absence? | | | | |
| 1. Was the absence related to an accident at work? | | | | |
| 1. Was an accident or incident report form completed (if not why not) | | | | |
| 1. Did you consult a Doctor or other medical practitioner? (please give details of when) | | | | |
| 1. Are you on any medication which may affect your performance? | | | | |
| 1. If yes what effect could this have (positive or negatively) | | | | |
| 1. Do you require any additional support? | | | | |
| 1. Are there any issues which the employee wishes to raise following their recent absence? | | | | |
| 1. Managers should give an update to employee on issues affecting department during absence e.g. change of work/staff positions | | | | |
| **Section 3: Next steps** | | | | |
| 1. Is a follow up Doctor’s/consultants appointment required if so please give details | Yes |  | No |  |
|  | | | |
| 1. Does a referral to Occupational Health need to be made?**\*** | Yes |  | No |  |