**Return to Work Interview Checklist for Career Breaks**

Following a career break it is important to ensure that the employee is supported back into work. They may feel they have lost touch with work and may find it difficult to adjust. The purpose of such an interview is to help them to settle back into their role as smoothly and quickly as possible.

Please discuss the following issues. Agree and note down any further steps which should be taken.

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| How long have you been away from work? |  |
| How much contact have you had with work whilst off? How beneficial was it? |  |
| Do you have any family caring responsibilities still causing you concern?  |  |
| Have you had any health problems whilst away? Is there any condition which is still causing concern? |  |
| Do you need to be referred to Occupational Health, Counselling or Disability Support Office? |  |
| Are any adjustments in the workplace required?  |  |
| Discuss and clarify work pattern if returning to different hours |  |
| Update on any changes which have occurred in the workplace during their absence (for example – introduce them to any new staff; explain any changes in structure, procedures, etc)  |  |
| Update on their role, any work that has been undertaken in their absence and what current work is required. |  |
| Is any training required to bring you up to speed?  |  |
| **Employee name**  | **Manager name** |
| **Employee number (on payslip)** | **Manager signature** |
| **Employee signature** | **Date completed** |

*Please send a scanned copy of the completed form to People & OD Operations (people-od.operations@manchester.ac.uk), for employee records.*