**Return to Work Interview Checklist for Volunteer Reserve Forces**

Following a period of mobilisation it is important to ensure that the employee is supported back into work. They may have experienced traumatic and disturbing situations and may find it difficult to adjust. The purpose of such an interview is to ensure their safety and 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. If the employee does have any health problems they should be treated as they would if they were returning from sickness absence in terms of support and adjustments in the workplace.

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| How long have you been away from work? |  |
| Have you suffered any injury / illness / stress whilst away? |  |
| Is there any condition which is still causing concern? |  |
| Do you need to be referred to Occupational Health, the Counseling Service or the Disability Support Office? |  |
| Are any adjustments in the workplace required? |  |
| Update the employee 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 the employee 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.*