

Return interview guide

Objectif: Ensure a good reintegration or sustainable return to work

↳ Good preparation of the interview is half the battle

When is a return interview necessary?

After an employee's absence due to **illness**, **accident** or **maternity leave**.

The form of the return interview

- Informal discussion
- Adapt the length and form of the interview according to the length of the absence
- One-to-one with the employee
- In a quiet place
- Show empathy but remain objective
- Avoid telephone calls during the interview

The content of the return interview

- Ask the employee how they are and wish them a good start back
- Listen to any fears or questions the employee may have about their return to work
- Reassure them if necessary about starting work again
- Briefly summarise the work in progress to bring the employee up to date
- If the return is only partial, reorganise their tasks

Follow-up of return to work

- Support the employee with concrete improvement measures, if necessary
- Ensure that all goes well in the short, medium or long term