

The re-entry interview

Conversation guide– Employee interview as part of the contact holding and re-entry programme

Date:
Manager:
Employee:
Department / area:

General information

The re-entry interview should take place at least 3 months before the planned re-entry. You should allow approx. 1-1.5 hours for an employee interview. It is helpful if you also provide employees with these guidelines to help them prepare. This will allow both of you to prepare for the interview in advance and may shorten the duration of the interview.

- Date of re-entry:

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- Working time model - How is the return to work planned? (full-time or part-time return to work, possibly a time limit on part-time work, gradual increase in working hours)

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- What implementation options can the manager offer?

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Would you like to take advantage of mobile working?

(www.uni-kassel.de/go/Mobile-Arbeit)

If so, in what form?

- Familiarisation at the workplace (What preparations can be made to ensure a good arrival?)

- Possible need for qualification:

- What else is there to discuss? What other questions are there?