

The stay in touch meeting during the family time-out

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

Date:
Manager:
Employee:
Department / area:

General information

During the planning meeting, the date for the stay-in-touch meeting was agreed in order to communicate possible changes and take them into account in the long term. This appointment is based on the duration of the time off and can be arranged individually. You should allow approx. 1-1.5 hours for an appraisal interview. It is helpful if you also provide employees with these guidelines to prepare for the meeting. This will allow both of you to prepare for the interview in advance and may shorten the duration of the interview.

- Are there any changes to the framework conditions during the family time-out or on the part of the department?

- How satisfied are you with the current exchange of information (possibly "The Pat:innen-Modell")? What is going well? Where is there room for improvement? Which topics should still be discussed?