The planning meeting

Conversation guide – Employee interview as part of the stay-in-touch and re-entry program

Date:
Executive:
Employee:
Department / Area:

General information

The planning meeting can take place 8 to 12 weeks before the planned leave of absence. Approx. 1-1.5 hours are considered a good time frame for an employee interview. It is helpful to provide employees with these guidelines in preparation as well. This will allow you both to prepare for the meeting in advance and may shorten the duration of the conversation.

In case of pregnancy:

The departement of Human Resources was notified on: _____

Expected starting date of maternity leave (if applicable, employment prohibition): _____

- How long is the parental leave planned for? (expected period) (reference to deadlines - legal framework) **Note: This question does not require a (binding) answer**

- Would you like to work part-time during your leave of absence? If so, to what extend and under which conditions?
    - Partial mobile working options (uni-kassel.de/go/mobilearbeit)
    - Substitution activities (e.g. as part of a sick leave replacement)
    - Interest in qualification measures (e.g. further training /conferences)

- How do you envision the time after your leave of absence?

Contact retention opportunities during a leave of absence:

The following possibilities are optional and can be customized to fulfill individual needs at any time.

- Are you interested in the buddy-model and would like a greater exchange of information on general and personal topics? (only in cases of full leaves of absence)
- What would you like to be informed about during your leave of absence? What information would you like to receive?

The executive and / or the appointed buddy will always share the following information with you: Invitations to personal meetings and official events; invitations to formal and informal events; information about new developments concerning the field of work, the workplace, the department/division or the university as a whole.

- Which business e-mail address would you prefer to receive information through?

- Are you interested in another contact retention meeting? If so, when should this appointment take place? (a rough time frame can also be defined here)

- Are there any further discussion topics or questions that need to be addressed?