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The re-entry interview

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

Date:
Executive:
Employee:
Department/Area:

General information

The re-entry interview should take place at least 3 months before the planned re-entry and should take approx. 1-1.5 hours. It is helpful to provide employees with these guidelines in preparation as well. 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:

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

- Which implementation options can management offer?

- Would you like to take advantage of mobile working opportunities? (uni-kassel.de/go/mobilearbeit)

  If so, in which arrangement?

- Familiarization at the workplace (which preparations can be made to ensure a pleasant re-entry?)

- Possible need for qualification:

- What remains to be discussed? Are there any further questions?