

### **Compassionate Return-to-Work Interview Questions**

#### **1. Welcome and Well-being**

* **Initial Welcome:**
  + How are you feeling about returning to work?
  + We’re really glad to have you back—how can we best support you during this transition?
* **Well-being Check:**
  + How have you been since we last connected?
  + Is there anything you'd like to share about how you've been feeling, either physically or emotionally, as you prepare to return to work?
  + Have you had a chance to talk to your healthcare provider or support network about your return, and how are you feeling about it?

#### **2. Understanding Needs and Concerns**

* **Support Needs:**
  + Are there any specific concerns you have about returning to work that we should be aware of?
  + Do you feel there are any areas where you might need additional support or adjustments to help you settle back in?
* **Workload and Responsibilities:**
  + How do you feel about resuming your previous responsibilities?
  + Would you prefer to ease back into your workload gradually, or are you ready to take on your full duties right away?
  + Are there any particular tasks or projects that you feel more or less comfortable handling as you return?

#### **3. Discussing Accommodations**

* **Flexible Work Arrangements:**
  + Would you find it helpful to discuss any flexible working arrangements, such as adjusted hours or remote work options, to make your transition smoother?
  + Are there specific days or times that work best for you as you return to work?
* **Physical and Mental Health Accommodations:**
  + Are there any accommodations you need related to your physical or mental well-being?
  + How can we ensure your work environment is as comfortable and supportive as possible?

#### **4. Reintegration into the Workplace**

* **Team Dynamics:**
  + How do you feel about rejoining your team? Is there anything we can do to help you reconnect with colleagues?
  + Are there any team updates or changes you’d like more information on before you return?
* **Professional Development:**
  + Would you be interested in any refresher training or resources to help you catch up on any developments that occurred during your absence?
  + Are there any areas of your professional growth you’d like to focus on as you return to work?

#### **5. Open Communication and Ongoing Support**

* **Check-ins:**
  + How often would you like to have check-ins as you transition back into your role?
  + Would you prefer these check-ins to be formal meetings or more informal conversations?
* **Feedback:**
  + How do you prefer to receive feedback as you ease back into your role?
  + Is there anything you would like us to be particularly mindful of as you reintegrate into the workplace?
* **Additional Support:**
  + Are there any resources or support networks within or outside the company that you think might be beneficial for you during this transition?
  + Is there anything we haven’t covered today that you’d like to discuss or any other way we can support you?

#### **6. Closing**

* **Final Thoughts:**
  + Is there anything else you’d like to share or any questions you have about your return to work?
  + Please know that our priority is your well-being, so don’t hesitate to reach out if anything comes up, either before or after your return.
* **Reassurance:**
  + We’re here to support you every step of the way—let us know if there’s anything you need as you continue to adjust.