

# Employment/Return-to-Work Checklist

Worker Name: \_\_\_\_\_ Start or RTW Date: \_\_\_\_\_

Release/Current Capacities	Date Complete:
Notes/Comments	
Job offer Sent to Employee	Date Complete:
Notes/Comments	
Welcome Package with SWAG	Date Complete:
Notes/Comments	
Holiday Calendar/Schedule	Date Complete:
Notes/Comments	
RTW/Modified Job Description	Date Complete:
Notes/Comments	
Start/RTW Date	Date Complete:
Notes/Comments	
Work Schedule (M—F)	Date Complete:
Notes/Comments	

Work Shift/Core Hours	Date Complete:
Notes/Comments	
Supervisor and Contact Info	Date Complete:
Notes/Comments	
Orientation/Reorientation RTW	Date Complete:
Notes/Comments	
Clothes/Uniform	Date Complete:
Notes/Comments	
Safety Equipment/PPE	Date Complete:
Notes/Comments	
Transportation	Date Complete:
Notes/Comments	
Parking	Date Complete:
Notes/Comments	

Breaks	Date Complete:
Notes/Comments	
Lunch (on company with coworker) First Day in person or remote (Door dash gift card or supervisor take order and have delivered)	Date Complete:
Notes/Comments	
Work Access/Keys	Date Complete:
Notes/Comments	
ID Badge Activated/Reactivated	Date Complete:
Notes/Comments	
Employee Assistance Program Reminder	Date Complete:
Notes/Comments	
Supervisor Communication	Date Complete:
Notes/Comments	
Transfer of Projects/Coverage	Date Complete:
Notes/Comments	

System Access/Upgrades	Date Complete:
Notes/Comments	
Employer Policy Changes	Date Complete:
Notes/Comments	
Employer Announcements/Org Changes	Date Complete:
Notes/Comments	
Follow Up Medical Appointments/Work Schedule	Date Complete:
Notes/Comments	
Current PTO/Leave Balance	Date Complete:
Notes/Comments	
New Hire/Re-entry Mentor/Coworker	Date Complete:
Notes/Comments	
Flexible Scheduling Pool	Date Complete:
Notes/Comments	

Other	Date Complete:

**Comments:**