

Interactive Process Checklist

- ✓ Schedule a meeting with the employee, employee's supervisor and if work related, the district workers' compensation contact.
- ✓ Look at the exact nature of the work restrictions.
- ✓ Engage in a collaborative conversation. Identify essential and non-essential functions of the job.
- ✓ Arrive at possible accommodations that will work for both the employee and employer.
- ✓ Complete the Return to Work Agreement provided to you from RESIG's RTW Specialist.
- ✓ Follow up with the employee regularly to review the ongoing effectiveness of the accommodation.
- ✓ If the employee's work restrictions change during the course of their treatment, then you should hold additional interactive meetings.
- ✓ Document

****Your legal department should always be consulted should you have any questions regarding the process****