

The Employment Journey

- Including information about caring in the job information and advert.
- Being flexible during the interview stage for those who may have caring responsibilities
- Including e-learning, information and advice in the induction process.

- Using first/early 1-2-1s with line managers as an opportunity to promote support for carers and ensure suitable support is in place for the employee.
- Likewise for the first performance review/appraisal.



Recruitment

Catch-ups/Appraisals

Employees can become carers at any time, unpredictably or gradually. They may become carers at different stages of their working life.

Policies and provisions such as flexible working and leave, health and wellbeing support and a carers passport will help employees balance their caring and work responsibilities.

- Key training activities (e.g. diversity training, line manager training refresher).
- Key team/organisation-wide events (e.g. workplace awareness raising events).

Training and awareness

- Supporting carers through phased retirement opportunities.
- Ensuring exit interviews are undertaken and information from the employee is used to develop workplace policies and provisions.



Mid-career

Leaving work/retirement

- Factoring carers into key internal promotional opportunities (e.g. resulting from business restructuring).
- Using mid-career/mid-life MOTs to discuss any changes in working hours/arrangements.
- Ensuring carers have an opportunity to use career breaks/sabbaticals.

