

EMPLOYEE REDEPLOYMENT PROCESS

1. Vacancy arrives at redeployment and details are sent to Bob Price (HR Director) who matches the skills and experience required for the vacancy to the skills and experience of the redeployees. If there are any matches Bob will advise HR Team ER to offer the vacancy to the relevant matches. The redeployment panel are copied into Bobs reply, to ensure that his recommendations are fair.



2. Recommended redeployees are sent details of the vacancies, along with the Job details and Person specification. The redeployees have 7 days to express interest in the post and are asked to respond either way to both HR Team ER and the HR Manager for that role.



3. If the redeployee is interested in the role the HR Manager will contact the Manager of the role (copying in HR Team ER) and send them the redeployees CV, asking the manager to contact the redeployee directly to arrange an informal chat.



4. After the informal chat the redeployee should let the Manager and HR Team ER know if they are still interested and wish to have a formal interview



5. If they are interested an interview will be arranged with a HR representative present. The interview will be exactly the same as an external interview. However, when considering whether the redeployee is suitable for the post the Manager has to allow for a reasonable period of training of up to three months for them to get up to speed.



6. If the candidate is unsuccessful feedback should be sent in writing to Bob Price by the recruiting Manager stating which areas the candidate did not meet or could not meet with reasonable training and HR Team ER should be notified so they can release the vacancy for advertising. If the candidate is successful then Team HR Team ER should be informed so they can remove the delegate from the redeployment list.