

EMPLOYEE REDEPLOYMENT PROCESS

1. Vacancy arrives at redeployment and details are sent to Alison Cross (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 Alison will advise HR to offer the vacancy to the relevant matches. The redeployment panel are copied into Alison's reply, to ensure that her 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 hr-redeployment@brookes.ac.uk for that role.



3. If the redeployee is interested in the role then HR will contact the Manager of the role 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 HR 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 Alison Cross by the recruiting Manager stating which areas the candidate did not meet or could not meet with reasonable training and hr-redeployment@brookes.ac.uk should be notified so they can release the vacancy for advertising. If the candidate is successful then hr-redeployment@brookes.ac.uk should be informed so they can remove the delegate from the redeployment list.