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| --- | --- |
| **Redeployee’s Name:** |  |
| **REQ Reference:** |  |
| **Post Title:** |  |
| **Grade:** |  |
| **School /Professional Service:** |  |

Please complete the form below, filling in the appropriate boxes as relevant to provide a rationale on the suitability/unsuitability of a redeployee who has expressed an interest in your vacancy.

The form is intended to enable HR to provide appropriate support to both the redeployee and managers on managing the redeployment process. **If you have any queries or require further support, please contact your HR Advisor/HR Partner.**

Please use the box below to provide comments if a redeployee is deemed unsuitable following shortlist.

|  |
| --- |
| 1. **Shortlisting Stage:** |
|  |

**Please use the box below to provide comments following Interview.**

Please note that if a redeployee has broadly met the requirements of the role and you feel that they can do the role with reasonable training then in this circumstance we would encourage arranging an informal interview.

**Important to note**: *In a situation where you have more than one redeployee applying for the same role (e.g. 1 FTE) a competitive interview process would need to take place. In situation where only one redeployee has specified an interest and has met the requirements of the role then an informal interview and slotting process can follow.* **For more advice, please contact the HR partnering team.**

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| --- | --- |
| 1. **Interview Outcome:** | |
| Redeployee successful at Interview  (If Yes, please contact the HR partnering team to arrange for a trial period to take place) | Yes/No |
| *If not, please provide the rationale:* | |

|  |  |
| --- | --- |
| **Signed:** |  |
| **Date:** |  |
| **Job Title:** |  |
| **Name:** |  |

**Please send the completed form via email to your HR Advisor/HR Partner.**