Redeployment Process – Recruiting Manager

Vacant post identified

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Financial approval sought

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Job evaluation if new post

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Financial approval confirmed, if different grade to that initially approved

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Central HR releases post (posts will not be held for more than 3 months for identified redeployment purposes)

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Advert placed by HR process team on Rome Redeployment Site (redeployees to access only) for 14 days

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HR reviews redeployee database and liaises with recruiting manager about possible suitable alternative employment opportunities

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Recruiting manager reviews all proposed redeployees (identified by HR or by redeployee direct from Rome alert)

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Redeployee/s meet person spec → No

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Yes, invite for interview

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Appointable

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Yes, send SiP notification to trigger contract. Tick redeployee box and duration of trial period (4 – 8 weeks)

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Set out and discuss with redeployee criteria for successful completion of trial period.

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Trial period successful

→ Yes, confirm appointment through SiP

→ No, confirm termination through SiP and return to previous department

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provide written feedback to redeployee/s

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Notify HR Consultancy that no suitable redeployees. HR Consultancy notifies HR Process team to move advert to external Rome site

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Follow normal recruitment process. Pause process, at any stage prior to offer of appointment, if a new redeployee is identified as suitable. Must consider all redeployees first.