



The
University
Of
Sheffield.

Recruitment &
Selection
Coordinators
Network.

**Recruitment & Selection Network Coordinators' Network
Update Email: 15 June 2015**

Changes to the Redeployment Procedure with effect from 24 June 2015

I am contacting you to let you know about changes which will be made to the redeployment process with effect from **24 June 2015** to make this an employee led process.

Background and overview of the changes

Over recent years we have received feedback that the current employer led system of matching redeployees to new positions has not consistently resulted in high quality matches with particular reference to the fact that redeployees are unable to provide tailored applications for positions resulting in either the omission of key skills and experience or the inclusion of less relevant details. This has resulted in redeployees being matched to unsuitable positions or on occasion suitable matches being overlooked.

In response to these difficulties the redeployment process has been revised to allow redeployees to search and apply for positions they consider to be suitable for two working days prior to those positions being advertised externally.

As the revised employee led redeployment process will replace the current employer led matching process we do not anticipate that there will be a significant impact on the lead in times for advertising new positions and it will allow redeployees to provide a more tailored application.

If a redeployee is unable to secure suitable alternative employment within the redeployment period they will continue to be eligible for an enhanced redundancy payment.

What do I need to do?

Once a post is approved in e-Recruitment your Faculty HR Assistant will advertise the post via the internal recruitment channel, which is only accessible via the 'Apply for Jobs' link within myJob for two days exclusively to redeployees.

Following the initial redeployee closing date, as with the current process when potential redeployment matches are highlighted, you will continue to be asked to consider whether these applications meet the essential requirements for the position or whether they could with reasonable retraining. If the redeployment applications do not meet the

essential requirements you will be required to notify your Faculty HR Assistant to advertise the post externally. **Please note, the trigger to advertise any post externally will be the email from you to the HR Assistant confirming that you will not appoint a redeployee.**

For further detailed information about the steps you will need to follow in the e-Recruitment system, please see the attached recruiters guide.

I would be grateful if you would share these changes with your colleagues who may manage staff on fixed term contracts to highlight the need to update the information they provide about redeployment in redundancy consultation meetings.

Next Steps:

The University webpages, including the information which should be discussed in consultation meetings will be updated to reflect the changes with effect from 24 June. We will also contact current redeployees directly to inform them of the changes and the steps they are encouraged to take to make the most of the new redeployment process.

We have arranged two drop-in sessions for current redeployees and those who will be eligible for redeployment in the near future, to demonstrate how they can make the most of redeployment. Those sessions will take place on **24 June and 1 July**, further sessions will be offered for staff as they become eligible for redeployment in the future. I would be grateful for your assistance in encouraging eligible staff to attend the sessions. Full details can be found via the link below:
www.sheffield.ac.uk/hr/guidance/leaving/gettingthemost

Please do contact me or your Faculty/Professional Services HR team if you would like any further information about the changes.

Many Thanks

Hannah