



The
University
Of
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Recruitment &
Selection
Coordinators
Network.

**Recruitment & Selection Network Coordinators' Network
Update Email: 4 January 2016**

R&S Network Refresher – Redeployment

Dear Recruiters

Further to the communication sent in June 2015 regarding changes to the redeployment process, please see the refresher email below.

Outline of the redeployment process

- When a post is approved in e-Recruitment your HR Team will advertise via the internal recruitment channel. The post will be accessible via the 'Apply for Jobs' link within myJob for two days **exclusively for redeployees only**.
- Whilst it will be clear that the adverts are in the initial redeployment stage, there are no technical restrictions in place to prevent a non-redeployee or ineligible redeployee from applying. **You must identify which candidates are eligible to be considered under redeployment.** Staff are only eligible for redeployment if they are at the same grade or the grade above the advertised position and if they are registered as a redeployee. Those who have applied but are ineligible can be considered if the position is advertised externally but not before.
- When you have identified the eligible redeployees, you will need to shortlist and interview them if they meet the essential criteria for the post.
- If there are no suitable redeployee(s), you need to inform your HR Team via email and instruct them to advertise the position externally. You must also notify eligible redeployees that they have been unsuccessful.

For further detailed information about the steps you will need to follow in the e-Recruitment system, please see the recruiters guide at <http://www.sheffield.ac.uk/hr/recruitment/erecruitment/guides>

If you have any queries, please do not hesitate to contact your HR Team.

with best wishes
Jen