

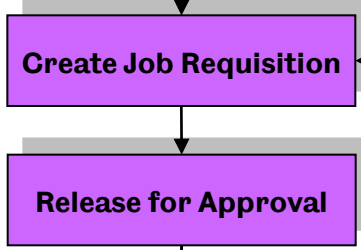


Job Requisition Process

Dept./Faculty agree the need to recruit – liaise with Planning, HR & Finance re post details e.g.

- business case
- grade matching
- funding

Recruiter in recruiting department



Recruiter notified if the Job Requisition is rejected by an approver

Human Resources, Recruiters & Panel Members

Approvers: e.g. budget holder, HoD, Finance

HR will check the Redeployment Pool for every vacancy. Departmental Recruiters also have access to this Pool and may perform optional searches.

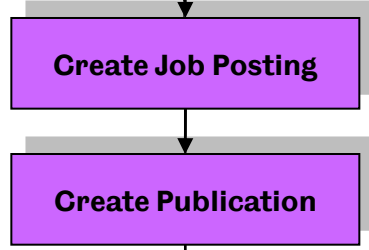
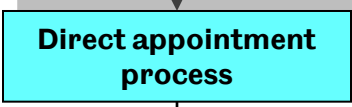
Vacancy filled via redeployment?

Yes

No

Redeployee, Recruiter & Human Resources

Human Resources – HR Assistants



Successful redeployee appointed

Vacancy available to applicants