



Redeployment Information Form

This form can be used by Line Managers when meeting with an employee identified as eligible for redeployment status. It can be emailed to the appropriate People and OD partner upon completion to aid the notification process.

Please refer to the [Redeployment Policy](#) when completing this form.

Links to other potentially relevant policies during the redeployment process.

- [Contracts of Employment Policy and Procedure](#)
- [Security of Employment Policy](#)
- [Pay Protection Policy](#)
- [Changes to Organisational Structures](#)

Employee Details	
Employee name	
Role	
Current grade	
Date redeployee status commences	
Date redeployee status will cease	
Redeployment Meeting/Meetings	
Date of redeployment discussions (Insert all relevant dates that you met with the employee to support during the redeployment period)	
Discuss the Redeployment Policy and ensure employee is aware of their responsibilities of the policy. Note any questions the employee may have and date that you responded to any question raised.	
Does the employee require any assistance with updating their CV and interview skills?	

Refer employee to Learning and Development support: <https://www.staffnet.manchester.ac.uk/staff-learning-and-development/learning-pathways/career-development/career-development-journey/developing-your-cv/>

<https://www.staffnet.manchester.ac.uk/staff-learning-and-development/learning-pathways/career-development/career-development-journey/preparing-for-interview/>

Please note any specific requirements and ensure this is referred to the People and OD Partner.

Does the employee have any other current training requirements. Please note any specific requirements and ensure this is referred to the People and OD Partner.

Does the employee understand how to register to receive job alerts and utilize Job Train? If the employee has any specific queries or training requirements please refer them to Recruitment Team for further support and advice

Discuss if there are any current suitable alternative opportunities within Directorate/Faculty

Please retain this form and update with any meetings/conversations that you have held regarding redeployment support.

Please email this the form to your People and OD Partner to notify them of redeployment status.