



# Secondment Register for Hiring Managers

## Information Sheet

**Q1 How can I access the secondment register?**

The secondment register is available to trained Hiring Co-ordinators via the Recruitment System, Page Up. Hiring Managers should contact their local Hiring Co-ordinator to assist them. Please see the [Internal Mobility Quick Reference Guide](#) for more detailed instructions.

**Q2 I've checked the secondment register and have found a potentially suitable candidate for a secondment.**

- Approach the candidate directly using their details provided on the Register
- Consider how you want to determine their suitability e.g. formal interview, informal chat
- Use the secondment recommendation form to formalise the arrangement. Secondments are not processed via PageUp

**Q3 Do I have to check the Secondment Register each time I advertise a position?**

No. This is not a requirement of the University. This is a register created to promote internal mobility. However, you may wish to consider employees on this register as part of your recruitment process.

**Q4 Will the Secondment Register mean I have to recruit to replace staff more often?**

It will promote internal mobility and should lead to more movement of staff across the organisation. As more staff register, it will become easier to replace staff who have been successful in gaining a secondment opportunity. You will no longer need to go through a formal recruitment process when looking at backfilling a vacancy through the Secondment Register.

**Q5 How will this benefit me as a Manager?**

70% of learning takes place through experiences "on the job" and secondments enable your staff to gain cross-functional / organisational knowledge and strengthen collaboration across the University. They will also develop new work skills and build transferable skills which you will benefit from on their return to their substantive position.

**Q6 Am I still able to advertise secondments?**

Yes. You will be able reach staff members who are not on the Secondment Register via an advertisement on the University Website. This would be considered a merit-based process.

**Q7 Are secondments accessed via the secondment register merit-based?**

Only appointments to opportunities which are at least advertised internally are considered to be merit-based. If you approach a candidate for a secondment via the secondment register without advertising it they will not be considered to have been selected on merit if you subsequently want to offer it as a continuing role.

### Further Information

If you require further information, please contact [Human Resources](#).

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