SPECIFIC STEPS IN THE REDEPLOYMENT PROCESS FOR HIRING MANAGERS/COORDINATORS

1. Where a **Hiring Manager** determines there is a vacancy to fill, the **Hiring Coordinator** creates a job card in the University's Online Recruitment System and obtains the relevant approvals for the vacancy.

2. If the vacancy is for a continuing position, the **Hiring Coordinator** checks the Redeployment Register for candidates.

   If there are no candidates on the Redeployment Register

   • Proceed with the recruitment process for the vacancy as per the Recruitment Procedure .

   If there are candidates on the Redeployment Register

   • Forward candidates to the **Hiring Manager** for consideration
   • Notify HR Recruitment immediately to suspend advertising of the vacancy until further notice.

3. Following initial assessment against the essential criteria of the vacant position, the **Hiring Manager** contacts the candidate (redeployee) to ascertain if they are interested in applying for the vacant position.

   If the redeployee is not interested in applying for the position:

   • The **Hiring Coordinator** creates a note against the job on the University's Online Recruitment System to record candidates who have declined to submit an application for the vacancy and also notifies HR for their records.
   • Proceed with the recruitment process for the vacancy as per the Recruitment Procedure .

   If the redeployee is interested in applying for the position:

   • The **Hiring Coordinator** invites them to apply for the vacant position via the University's Online Recruitment System (using the online redeployee expression of interest form) and determines the timeframe for receipt of the application.

4. The **Hiring Manager** interviews the candidate with an appropriate Panel, takes into consideration whether the candidate could perform the duties satisfactorily within a reasonable time, or whether the position is able to be redesigned to accommodate them and conducts referee checks with the nominated referees.

   If the interview outcome is unsuccessful;

   • The **Hiring Manager** provides feedback to the candidate, informs HR via redeployment@adelaide.edu.au and records the outcome on the University's Online Recruitment System.
   • Proceed with the recruitment process for the vacancy as per the Recruitment Procedure.

   If the interview outcome is successful;

   • The **Hiring Manager** informs HR via redeployment@adelaide.edu.au of the outcome and formally offers redeployment to the candidate on a trial basis for an agreed period (no longer than three (3) months) by completing and forwarding a Secondment Form to HR for processing.

5. If the redeployment trial period is successful, the **Hiring Coordinator** completes the Offer Card in the University's Online Recruitment System for a continuing position as per the Recruitment Procedure for a continuing contract to be generated.

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