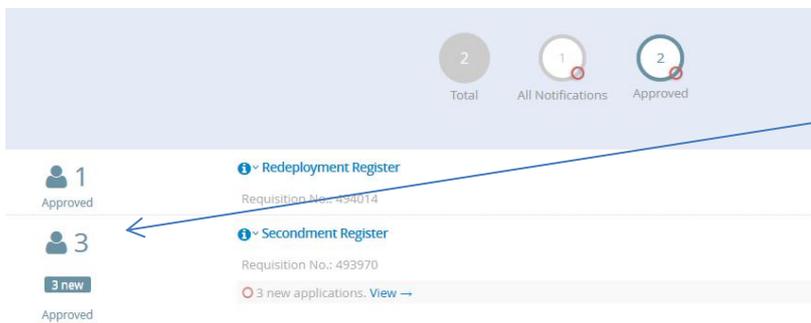
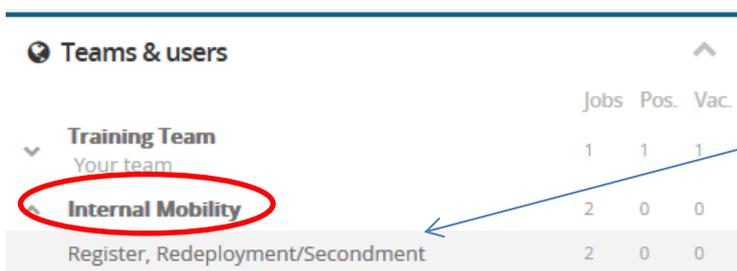


How to Access the Internal Mobility Registers

Navigation: <http://www.adelaide.edu.au/hr/systems/recruitment/>



How to search the Internal Mobility registers

1. Log on to Recruitment System as normal
2. On your dashboard you will now see a drop down menu on the right hand side which says "Teams and Users"
3. Click on the down arrow next to this field and it will expand
4. You should see your Primary Team and a team called "Internal Mobility"
5. Click on Internal Mobility and it will expand to show Register, Redeployment/Secondment
6. Click on this and it will take you to a fresh dashboard showing two current campaigns "redeployment register" and "secondment register"
7. These will contain current staff members who are seeking redeployment due to a potential redundancy situation or staff members who are seeking secondment opportunities
8. You will be able to access candidates in the same way as you do applicants for any other active job – please be mindful that you will not be the only HC looking at this register so please be careful when you are adding notes to applicants
9. You should make yourself familiar with the Redeployment and Secondment Information Sheets

Further Information

If you require further information please contact the HR Service Centre at 8313 1111.

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Authorised by	Associate Director, Client Services	Review Date:	02 November 2018	Page 1 of 1
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