Redeployment Assessment Form (Please return to HR on completion of the Form)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Name:** | | | | | | | | |
| **Date:** | | | | | | | | |
| **The Process** | **1** | **2** | **3** | **4** | **5** | **6** | **N/A** | **Comments** |
| I was given sufficient notice of the changes to my job |  |  |  |  |  |  |  |  |
| The redeployment process was explained clearly to me |  |  |  |  |  |  |  |  |
| I was given adequate time to deal with the issues relating to redeployment |  |  |  |  |  |  |  |  |
| I understood the options that were available to me |  |  |  |  |  |  |  |  |
| I found the one to one interview about my preferences helpful |  |  |  |  |  |  |  |  |
| I was asked to identify preferred options |  |  |  |  |  |  |  |  |
| All appropriate posts were brought to my attention |  |  |  |  |  |  |  |  |
| I understood how to apply for a post during redeployment |  |  |  |  |  |  |  |  |
| I understood how redeployment would affect my terms and conditions |  |  |  |  |  |  |  |  |
| The protection arrangements were explained clearly to me |  |  |  |  |  |  |  |  |
| I was advised of the effect of redeployment on my pension |  |  |  |  |  |  |  |  |
| I was successful in obtaining my preferred option |  |  |  |  |  |  |  |  |
| I felt that all staff were treated equally during the process |  |  |  |  |  |  |  |  |
| I received suitable induction into my new post |  |  |  |  |  |  |  |  |
| I was given adequate information on relocation / travel expenses |  |  |  |  |  |  |  |  |

### Key: 1 - Strongly Agree 2 - Agree 3 - Not really 4 - Disagree 5 - Strongly Disagree 6 - Not applicable

**Data Protection**

In line with The Data Protection Act 1998 all information contained on this form will be utilised only for redeployment purposes.

***HR use only***

*Please complete the form and send it to the HR Business Partner / Redeployment Co-ordinator, Central Offices after the initial discussion with the redeployment co-ordinator and 3 months after being in a temporary assignment / permanent redeployment post)*