

Hiring Manager Quick Guide

Assessing redeployees for vacancies

This guide helps managers make fair, consistent and evidence-based decisions about redeployment suitability.

Your role

- Assess whether the redeployee is suitable for the role.
- Focus on essential criteria, not the ideal candidate profile.
- Hold a short suitability discussion rather than a full competitive interview, unless HR advises otherwise.
- Consider reasonable training, familiarisation, support and adjustments.
- Record clear reasons for the decision.

What suitable means

A redeployee may be suitable if they meet the essential requirements now, or could reasonably meet them with limited training, familiarisation, support or adjustments.

Usually reasonable to consider

- Short role-specific training.
- Systems familiarisation.
- Shadowing or mentoring.
- A trial period to test suitability.
- Reasonable adjustments to duties, hours, equipment or location where workable.

Usually not reasonable

- Expecting the redeployee to meet every desirable criterion.
- Rejecting the redeployee because another candidate might be stronger.
- Re-running a full recruitment process where a suitability assessment is enough.
- Rejecting based on assumptions about health, absence, flexibility or motivation.
- Ignoring possible reasonable adjustments.

Valid reasons a role may be unsuitable

- An essential qualification, licence, registration or safeguarding requirement cannot be met.
- The skills gap is too significant for reasonable training.
- Occupational Health advice indicates the role is unsuitable.
- Required adjustments are not feasible or would remove the core purpose of the role.
- Hours, location, travel or core duties are fundamentally incompatible and cannot reasonably be resolved.

Before rejecting a redeployee

- I assessed essential criteria only.

- I considered training, familiarisation and support.

I considered reasonable adjustments where relevant.

I based the decision on evidence, not assumptions.

I recorded clear reasons.

I discussed the case with Recruitment/HR.