

Same Priority Redeployee Assessment Form

For use where more than one redeployee at the same priority level is matched to one vacancy

Purpose: Use this form only where two or more redeployees are at the same redeployment priority level and there are not enough suitable vacancies for all matched employees. The assessment must be objective, evidence-based and limited to the requirements of the role.

Important: Do not use this form to compare redeployees with external or non-redeployment candidates. It is only for deciding between redeployees who have the same priority status for the same vacancy.

1. Vacancy and Assessment Details

Vacancy title	
Service / team	
Hiring manager	
Grade	
Hours / location	
Vacancy reference	
Date of assessment	
HR / Recruitment representative	

2. Redeployees Being Assessed

Name	Current role / grade	Redeployment reason	Priority level	Profile reviewed?

3. Pre-Assessment Checks

Complete these checks before scoring or ranking employees.

- All employees being compared are at the same redeployment priority level.
- The vacancy has been assessed as potentially suitable for each employee.
- The same job description/person specification has been used for all employees.
- Only essential criteria and directly relevant operational requirements are being assessed.
- Desirable criteria have not been used unless HR confirms they are genuinely necessary for the role.
- Reasonable training, familiarisation and adjustments have been considered for each employee.
- Any Occupational Health or medical advice has been considered where relevant.
- The manager has discussed the proposed assessment approach with HR/Recruitment.

7. Equality, Health and Adjustment Review

Complete this section before confirming the decision.

- No criterion has been applied in a way that could unlawfully disadvantage an employee because of a protected characteristic.
- Disability-related barriers have been considered separately from capability or suitability.
- Reasonable adjustments have been considered for each employee where relevant.
- Any absence, health or restriction information has only been used where relevant and with HR advice.
- The decision is based on evidence rather than assumptions about flexibility, health, motivation, age or personal circumstances.
- Where the scores are close, the manager and HR have checked whether the difference is meaningful and objectively justifiable.

8. Decision and Rationale

Redeployee selected for the vacancy	
Reason for selection	
Redeployees not selected	
Reason not selected	
Further action required	Offer role / trial period / further HR review / recruitment may proceed / other

Decision rationale:

(The rationale should explain why the selected redeployee is the most suitable against the essential role requirements. It should refer to evidence, training/support needs, reasonable adjustments and any operational requirements. Avoid vague statements such as “better fit”, “more suitable personality” or “stronger candidate” without objective evidence.)

9. Communication and Records

- Outcome discussed with HR/Recruitment before being confirmed.
- Selected employee informed of the outcome and next steps.
- Employees not selected given brief, objective reasons where appropriate.
- Assessment form saved with the redeployment record.

Any trial period, training or adjustments confirmed in writing.

10. Sign-off

Hiring manager name/signature	
HR/Recruitment name/signature	
Date	

Redeployment Suitability Toolkit – Same Priority Assessment