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| **Candidate Record - Redeployment Register** |
| Its purpose is to keep a record of the consideration of individual candidates on the Redeployment Register and to enable monitoring in relation to redeployment, recruitment and equality. You should, in addition, keep a detailed record of the recruitment and selection process and decisions locally, which should be destroyed after 6 months. |
| Section 1: Position Details |
| Post title:       | Vacancy Ref number (if applicable):       |
| College/ Support Group:      | School/ Department:      |
| Information about the post (please select from each drop down):   |
| **Section 2: Candidates and Outcomes** |
| Please list all Redeployment Register candidates considered below.  |
| **Redeployment Register ID Number** | **Select outcome of candidate** | **Notes** |
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| **Additional Notes:**  |
| **Section 3: Returning the form** |
| If you have any questions on completing the form please contact the HR Business Support Team on 0131 6 508121, or by email at Redeployment@ed.ac.uk. Once you have completed the recruitment process for the candidate(s) listed above, please email the completed form to the HR Business Support Team.  |