Frequently Asked Questions for Recruiters

If you are a manager recruiting at the University of Edinburgh you are required to check the Redeployment Register before advertising a vacancy and throughout any recruitment process (i.e. during advertising and after an advert closes). The following frequently asked questions have been developed to assist recruiting managers with using the Redeployment Register.

What is the Redeployment Register?

The Redeployment Register enables the University to fulfil its legal obligations to redeploy staff who:

(1) have been placed 'at risk' of redundancy,
(2) have been placed 'at risk' of redundancy and have additional redundancy rights due to 'pregnancy or family leave'.
(3) need a change of role for reasons related to their health, or
(4) have a disability and need a change of role as a reasonable adjustment.

Employees who meet the above criteria and are actively seeking redeployment can add their details to the Redeployment Register. Recruiting managers can access the [Redeployment Register](#) and review the anonymised details of staff seeking redeployment. In most circumstances, managers must give priority to staff on the Redeployment Register who meet the essential requirements of the roles they are recruiting for. Employees under (2) above have 'priority status' over other staff listed in the categories above (1, 3 and 4). Further guidance on this is available [here](#).

How can I access the Redeployment Register?

You can access the Redeployment Register by following this [link](#). You will be required to input your UUN and password to access the register.

When do I need to check the Redeployment Register?

Once you have approval to recruit, and before advertising your vacancy, you must consider the candidates on the Redeployment Register. Please review all candidates listed on the register. Further guidance on using the Redeployment Register is available [here](#).

Throughout the recruitment process, you must continue to check the Redeployment Register to ensure you do not overlook staff who have added their details since you advertised your vacancy.

How do I search for suitable candidates on the Redeployment Register?

To search for candidates who meet the requirements of your vacancy, start by reviewing the details under the heading Summary of Skills/Experience. You may also want to review the Summary of Current Position column for more information on the individual's skills and experience.

To assist with your search, use the 'Search this list' box at the top of the screen to find key words contained within the entries of the register. Use broad terms in the initial search, for example, search for 'report' instead of 'BI Suite'. You may search for multiple words at once, by using "AND" and/or "OR" between the keywords you are searching, for example, report AND analysis AND research.

You can also filter the records you see by clicking the downward arrow next to the relevant column heading, clicking 'filter by' and making your selection from the list that appears and clicking 'apply'.

Further guidance on using the Redeployment Register is available here.

What do I do if a candidate on the Redeployment Register appears to meet the essential criteria for the role I am advertising?

If you identify a candidate(s) who could meet the essential criteria for your vacancy, please take a note of the reference number(s), in the 'ID' column of the Redeployment Register. Then email the HR Business Support Team (redeployment@ed.ac.uk) listing the ID number(s) to request the corresponding CVs. The HR Business Support Team will highlight to you if there are any candidates in the category 'at risk – family leave' to ensure if they meet the essential criteria, they are given priority status over other at risk candidates. Once you have the CVs, you can reach a final decision on whether the candidate(s) meet the essential requirements for the role you are recruiting for.

What records do I need to keep when considering candidates on the Redeployment Register?

You must keep a record of the basis of your search of the Redeployment Register, e.g., the terms you used to identify those who may meet the essential criteria.

You must also complete a Candidate Record Form for candidates on the Redeployment Register that you requested CVs for. You should take particular care to record your reasons for not taking forward an employee on the Redeployment Register who meets the essential requirements of the role you are recruiting for. This form can be accessed here, and you must send the completed form to the HR Business Support Team by emailing redeployment@ed.ac.uk.

Please destroy any candidate CVs following recruitment.

If an employee on the Redeployment Register meets all the essential criteria, do I need to offer them the role?

Yes, in most situations. This is because the University has a legal obligation to give priority to staff at risk of redundancy for work which would be deemed to be a suitable alternative to redundancy. There is a comparable legal obligation to redeploy staff if they can no longer perform their current role due to health/disability reasons.

Therefore, if an employee on the Redeployment Register meets all the essential criteria, or could do so after a period of reasonable training, you must offer them the role. If multiple candidates on the Redeployment Register meet the essential criteria, then you will need to hold a competitive process and decide who to appoint based on performance at interview.

There are limited exceptions when you do not have to give priority to candidates on the Redeployment Register. For example, if you are making Grade 9 and 10 appointments or recruiting for highly specialist Grade UE08 roles. You must also give those employees who are 'at risk – family leave' first priority over and above other at risk candidates. Further guidance on exceptions is available here.

Do I need to interview a candidate(s) on the Redeployment Register before offering them a role?

If the individual(s) from the Redeployment Register are interested in applying for a role, you can invite them to interview. Candidates from the Redeployment Register should ideally be interviewed in advance of anyone else. However, if interview arrangements are already in place, they can be interviewed alongside other candidates. If you have a candidate who is, 'at risk – family leave' and they meet the essential criteria for the role, they should be offered the role. There is no requirement to interview the candidate in this instance.

How do I check if a candidate on the Redeployment Register has already applied to my advertised role?

Candidate details are anonymised on the Redeployment Register, so you will need to contact the HR Business Support Team (redeployment@ed.ac.uk) to check whether a candidate who applied for a role is on the Redeployment Register.

I have received an application through my advert and the individual confirms they are 'at risk', what should I do?

At risk employees can directly apply for vacancies through the University's jobs website and they should denote this status on their application form. If an 'at risk' candidate applies for a vacancy you are advertising, you should follow the relevant process detailed in the Redeployment Guidance for Recruiters at sections 5.2.1 b. and c.

What is the process for appointing a successful candidate from the Redeployment Register?

To appoint a candidate from the Redeployment Register to your vacancy, you should follow the process in People and Money for appointing internal hires. For further detail on the process, please refer to the Guide to Recruitment and Onboarding.