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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](mailto: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. | | |