

Disability Redeployment Process Flowchart

Stage 1 – Starting the redeployment process

Line Manager	Colleague
<ul style="list-style-type: none"> Occupational Health report says that colleague can't continue in current role (after reasonable adjustments) but may be able to do other work. 	
<ul style="list-style-type: none"> Discuss possibility of redeployment in Absence Review/Performance Improvement meeting with colleague. 	<ul style="list-style-type: none"> Discuss option of redeployment in Absence Review/Performance Improvement meeting with manager.
<ul style="list-style-type: none"> If colleague is interested in redeployment, complete Disability Redeployment Form with them. If you think it may be possible for them to find a suitable alternative role, agree a 12 week redeployment period with them. 	<ul style="list-style-type: none"> If interested in redeployment, complete Disability Redeployment Form with manager. If your manager thinks it may be possible for you to find a suitable alternative role, they'll agree a 12 week redeployment period with you.
<ul style="list-style-type: none"> Talk to colleague about application and interview process. Check colleague has access to Internal Careers Portal and agree what support you'll provide. Discuss any reasonable adjustments colleague may need to the recruitment process. 	<ul style="list-style-type: none"> Talk to your manager about application and interview process and the support you need. Discuss with manager any reasonable adjustments you need to the recruitment process.
<ul style="list-style-type: none"> Sign form, ask colleague to sign it and give them a copy after the meeting. 	<ul style="list-style-type: none"> Sign form to give agreement to content and your responsibilities in the process. Given copy of form.



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Stage 2 – Applying for vacancies

Line Manager	Colleague	Resourcing Services
<ul style="list-style-type: none"> Check Co-op-wide vacancies weekly on the Internal Careers Portal 	<ul style="list-style-type: none"> Look for Co-op-wide vacancies on Internal Careers Portal. Discuss any roles you're interested in with your manager. 	
<ul style="list-style-type: none"> Highlight and discuss any potentially suitable vacancies with colleague. 	<ul style="list-style-type: none"> Apply for any suitable roles via the Internal Careers Portal, indicating that you're a redeployee on grounds of disability and if you need any adjustments to interview process. 	<ul style="list-style-type: none"> Receive application and note that colleague has a disability and is a redeployee. Inform hiring manager about the colleague's application.
<ul style="list-style-type: none"> Support colleague throughout recruitment process and keep a record of any vacancies they have applied for in the Disability Redeployment Form. 	<ul style="list-style-type: none"> Ask your manager for support throughout recruitment process as required. 	<ul style="list-style-type: none"> Assess colleague's application. Colleague shortlisted if they meet minimum criteria for the role.
		<ul style="list-style-type: none"> Where possible, arrange interview for colleague before any other candidates interviewed.



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Stage 3 – Interview and offer

Hiring Manager	Colleague	Resourcing Services
<ul style="list-style-type: none"> Discuss any reasonable adjustments candidate needs for interview with Resourcing Services. 	<ul style="list-style-type: none"> Inform Resourcing Services of any reasonable adjustments you need for interview 	<ul style="list-style-type: none"> Discuss with colleague any reasonable adjustments they need for interview and inform hiring manager.
<ul style="list-style-type: none"> Define benchmark criteria for the role. 		<ul style="list-style-type: none"> Agree benchmark criteria with manager.
<ul style="list-style-type: none"> Conduct interview, assessing candidate against benchmark criteria . 	<ul style="list-style-type: none"> Attend interview. 	
<ul style="list-style-type: none"> If colleague meets benchmark (subject to short period of retraining), offer them the role with minimum 4 week trial. 	<ul style="list-style-type: none"> If successful, you'll be offered role subject to a trial period. You'll get a letter to confirm. 	<ul style="list-style-type: none"> Inform colleague of outcome of interview and provide feedback Send offer letter to colleague
<ul style="list-style-type: none"> Discuss any reasonable adjustments needed with colleague and complete Work Adjustments Form, and also agree a training plan. 	<ul style="list-style-type: none"> Discuss with your new manager any reasonable adjustments and training needs required to carry out the role. 	



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Stage 4 – End of trial / redeployment period

Line Manager	Hiring Manager	Colleague
	<ul style="list-style-type: none"> After trial period, hold review meeting with colleague. If trial successful, confirm them into the role permanently – template letter DR1. 	<ul style="list-style-type: none"> After trial period, attend review meeting with new manager.
	<ul style="list-style-type: none"> If trial unsuccessful, confirm using template letter DR2 and inform colleague's original line manager. 	
<ul style="list-style-type: none"> If colleague unsuccessful in either finding a suitable role or in the trial period, resume Absence/Performance Improvement process with colleague. 		<ul style="list-style-type: none"> If unsuccessful in finding another suitable role or in trial for new role, you'll return to Absence/Performance Improvement process with your original line manager.
<ul style="list-style-type: none"> If you decide to end colleague's employment, we'll usually pay PILON but you may agree with colleague that they can continue to look for roles during notice period. 		<ul style="list-style-type: none"> If your employment is ended, you'll usually receive PILON but your manager may agree that you can continue to look for roles during your notice period.

