

Secondments and Internal Mobility Policy - Recruitment Process

In line with the [Internal Mobility Policy](#), all secondment vacancies should be advertised for a minimum of 1 week internally; regardless of role, business area or contract type. This allows all colleagues to have a clear and fair chance of seeing all opportunities available to them at Co-op. The only instance where this will not happen is when a colleague is to be processed by exception (more below).

If you have a preferred candidate, this must be clearly captured at your vacancy briefing with Resourcing and outlined on the advert.

Process

- You should raise your requisition through My.Recruit
- **All requisitions require approval from your line manager, your approving manager (Grade C and above), people partner (or people advisor in food) and finance business partner**
- On your requisition you'll need to select one of the following options to highlight the reason for your secondment vacancy, this will determine how it is processed.

“Secondment – I will need help recruiting”

This will be processed in line with our standard recruitment process [here](#)

“Secondment – I have a colleague to process by exception”

You select this by exception only. By choosing this option you are accepting the risk that if challenged by the approvers and by other colleagues in the business, that **you can evidence why** this role should not, and cannot, be advertised for a minimum of 1 week internally. These conversations should be held upfront, prior to raising a requisition.

To ensure that we're providing a fair and consistent process for our colleagues, quarterly MI will be shared with the People Lead over the number of exceptions being processed by Resourcing.

“Secondment – Extend an existing colleague”

Select this option should you need to extend a colleague already on secondment. This will not require advertising and will be processed by on-boarding.

“Secondment – convert existing seconded colleague to permanent”

Select this option should you want to process a colleague already on secondment into a permanent position. This will not require advertising and will be processed by on-boarding. By choosing this option, **you must evidence to your people partner (or people advisor in food)** that this colleague is **achieving in their current role and has had a behavioural interview and meets the required benchmark for the role.**

My role as an approver

If you've been asked to approve a requisition, **you're taking on the responsibility** to make sure that the [Internal Mobility Policy](#) has been adhered to.

If you're approving a requisition which has been flagged as **"Secondment – I have a colleague to process by exception"** you should only approve this role if there is a genuine business reason as to why this role cannot be advertised, otherwise it must be rejected. If you accept it, **you are taking ownership** that if challenged, **you can provide legitimate evidence** as to why it has been processed as an exception.

If you're approving a role flagged as **"Secondment – convert existing seconded colleague to permanent"** then you are passing that you have been made aware and have **seen evidence (e.g. interview documents)** that the **colleague has been through, and has passed, a behavioural interview** and meets the **required benchmark** for that role.

By approving these requisitions, Resourcing and On-boarding will process the request and will not advertise the role. Quarterly MI will be shared on exceptions made to this process with the People Lead.