**Selection Form/Redeployment Profile Guidance Notes**

These guidance notes have been provided to assist you in the completion of the relevant sections of the Selection Form/Redeployment Profile.

Completing the Selection Form/Redeployment Profile is compulsory for the selection process/if you are to be placed on the Redeployment Register. This is your main opportunity to tell us about your skills and experience so take time to complete the form providing examples to demonstrate any skills and experience (what you did, how you did this, the outcome). The Selection Form/Redeployment Profile will be used when considering your application for selection/redeployment. This completed form will be used for all vacancies so think about your current role but also any transferable skills, training, achievements, knowledge or abilities from other roles or past experience. There is also the opportunity to add any additional information that you think would be relevant.

You should look at the [HR vacancy pages](http://staff.napier.ac.uk/services/hr/vacancies/Pages/InternalVacancies.aspx) for details of any new vacancies.

You will be required to complete a [Selection/Redeployment – Additional Information Form](https://staff.napier.ac.uk/services/hr/HRDocuments/SiteAssets/Pages/Policy%20A-Z/Redeployment%20Form%20(003).docx)

1. for every specific vacancy that you wish to be considered for

2. at the same time as the Selection Form/Redeployment Profile if you are part of a selection process

This will give you the opportunity to provide information about your skills and experience in relation to the person specification for that role/vacancy.

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| **Section 1: Employee Details** |
| Please ensure that all fields in Section 1 are fully completed.  Your **employee number** is available on your payslip or your employee ID card.  Please [click here](http://staff.napier.ac.uk/services/hr/Pages/The%20HR%20Team.aspx) if you do not know the **name of your HR Client Partner**.  Your **Edinburgh Napier start date** is thedate that you started working at the university.  For your **line manager/supervisor,** enter the name of your line manager/supervisor i.e. the person who would complete your PDR. |
| **Section 2: Current Employment – This section asks you to describe the key features of your current role** |
| **Current role title:** Please insert your current role title.  **Date appointed to current role:** The appointment date is the date you were appointed to your **current** role not the date that you commenced employment at the University (this may/may not be the same as your Edinburgh Napier start date).  **Pension Scheme:** This section asks you to mark the appropriate box if you are a member of either the Scottish Teachers Superannuation Scheme (STSS) or Lothian Government Pension Scheme (LGPS). Please leave blank if you not a member of either scheme.  **Hours of work:** Please mark if you are full time or part time. Please also specify your current work pattern i.e. what days/hours you are contracted to work. This section gives you the opportunity toconfirm whether you wouldconsider changing the times and lengths of your working hours.  **Current end date: (if fixed term/temporary):** If you are on a fixed term contract, please confirm the date on which your current contract is due to expire.  **Work location:** This section gives you the opportunity toconfirm whether you wouldconsider changing your work location.  **Contract:** You can indicate here whether you would consider accepting a fixed term contract.  **Summary of main duties and responsibilities and % of time spent on key areas:** Please think about the main duties and responsibilities for your role. You should list 6 main duties and responsibilities, along with an indication of the percentage of your working time you spend undertaking these tasks. Please note that these should be the main requirements of your role, not activities and responsibilities you have become involved in for personal interest or development although these can be put in the skills profile or additional information section (section 5) as relevant. |
| **Section 3: Employment History** |
| Please list your employment history, most recent employment first. Please add as many additional boxes as required. It may not be possible to list all of your duties for each role but please summarise the main duties and responsibilities. |
| **Section 4: Education, Qualifications and Training** |
| Please list all education, qualifications and training (including any training with professional bodies) that you have undertaken. Please think not only about specific external training courses but also detail all relevant training courses and qualifications/certifications received both on and off the job and include dates if known (most recent first). This will also include membership of any relevant professional bodies. |
| **Section 5: Skills Profile** |
| **Outlining what you consider to be your key skills and strengths:**  This is your opportunity to outline any transferable skills, training, achievements, knowledge or abilities you have that you are perhaps not required to use in your current role. These may include the skills under the following headings: communication (oral and written), interpersonal, customer service, financial awareness, technical, planning and organising skills, creativity and innovation, initiative and problem-solving, your ability to work for and with others and your knowledge of the university. Please consider what you have to offer, what motivates you, any personal goals and your achievements, perhaps where you have met or exceeded a particular objective or goal. Think about your general skills and knowledge too. You should give specific examples to demonstrate these as opposed to simply listing them e.g. I planned and organised a roadshow event for staff and I was responsible for timetabling and booking the venues, organising the equipment to be taken to each venue etc. |
| **Any other additional information to support redeployment/selection:**  This section provides an opportunity for you to add any information that you feel you have not already outlined in earlier sections. If you feel you have already provided relevant information, please leave this section blank. |
| **Section 6: Role Preference** |
| Please tell us about other types of roles within the university that you would like to be considered for (you should list three roles at the most). You may have transferable skills or skills from previous jobs that you may not use in your current role. If you are unsure of what areas might be relevant, please contact HR to discuss further.  Changing your role type may result in a change to your current pension scheme. For example, if you are an academic, you have the opportunity in this section to confirm whether you would you consider a role type that would result in a change from your current [STSS pension scheme](http://www.sppa.gov.uk/scot_teachers/home.htm) to the [LGPS scheme](http://www.lpf.org.uk/) or vice versa.  You can also indicate whether you would consider a role at a lower grade with a lower salary which has not been deemed a suitable alternative and would therefore not be pay protected. Please note that marking ‘no’ to this question will not affect any right that you may have to a redundancy payment.  N.B. Exact redeployment matches may not be possible, flexibility and an open-minded approach will therefore be necessary from both members of staff and line managers. No potential suitable alternative post will be dismissed from consideration for redeployment solely on the basis that it is at a lower/higher grade or salary than that held by a member of staff whose role is either potentially or actually redundant. Please also refer to the [Redeployment Policy](http://staff.napier.ac.uk/services/hr/Documents/Redeployment%20Policy.docx) and the [Redundancy Policy](http://staff.napier.ac.uk/services/hr/Documents/Redundancy%20Policy%20Final%20Version%20December%202009.doc). |
| **Section 7: Training or Development Needs Analysis** |
| The University is committed to providing relevant training (lasting a maximum of 3 months) and to providing any appropriate upskilling. Staff will be supported through the selection/redeployment process and will have the right to request relevant reasonable training from the in-house provision to develop and/or identify skills gaps and this will be funded centrally. Training opportunities include [a range of IT and general training courses](http://staff.napier.ac.uk/services/hr/workingattheUniversity/LandD/Pages/Booking_Cancelling_and_Learning_Requests.aspx), learning resources in the library, online learning, CDRoms, dvds and work shadowing. You may require some training or development to enhance your skills in order to help you in seeking selection/redeployment within the University, particularly in reference to roles you identified in section 6. Please indicate in this section what training you think that you need. If you are unsure of what training you may need, please contact Jill Meighan, Head of Corporate Learning & Development [j.meighan@napier.ac.uk](mailto:j.meighan@napier.ac.uk) . If you complete any relevant training, please ensure that you fill in a learning and development plan and email the completed document to [l.marshall@napier.ac.uk](mailto:l.marshall@napier.ac.uk) so that the Redeployment Register information can be kept up-to-date.  In addition, staff have access to our [Employee Assistance Programme Provider](http://staff.napier.ac.uk/services/hr/workingattheUniversity/healthandwellbeing/Pages/Employee%20Assistance%20Programme.aspx), an independent and confidential service operating 24 hours a day which offers professional counselling, information services and debt management.  [Skills Development Scotland](http://www.skillsdevelopmentscotland.co.uk/) provides more general careers advice and information on other training. Skills Development Scotland also offers some funding opportunities, however you may not be eligible for funding depending on your income so please refer to [their website](http://www.skillsdevelopmentscotland.co.uk/) for further details. |
| **Declaration (including consent for inclusion on the Redeployment Register if applicable)** |
| You must sign and date this section to confirm that you agree to the statement (and consent to inclusion on the Redeployment Register if applicable). You are also signing to confirm that the information is accurate and without omission. |

**Where possible please return this form by email to** [**l.marshall@napier.ac.uk**](mailto:l.marshall@napier.ac.uk)**. Please also send a signed copy through the internal mail to Laura Marshall, HR Department.**