



The  
University  
Of  
Sheffield.

## Employee Responsibilities Checklist

**For use during Organisation Change/Restructuring or Fixed Term Contract Expiry**

Name of employee	
Job title/Post	
Department	

Employee Responsibilities	Complete
To fully participate and engage with the redeployment process.	
To complete your redeployment profile in a timely manner (within 2 weeks) after activation.	
To ensure that as part of your redeployment profile you indicate in the "Desired Employment" section, within the <b>Preferences tab</b> , the type of positions you wish to be considered for. <b>Please note that if this section is incomplete, Human Resources will be unable to match you to redeployment opportunities.</b>	
To ensure your skills/experience are adequately reflected on your redeployment profile and kept up to date throughout the period of redeployment.	
To include any supporting documents within your redeployment profile, i.e. CV, reference from manager, training and development certificates. These should be uploaded within the <b>Attachments tab</b> .	
To agree to participate in any relevant training and development activities to assist with your redeployment.	
To seek support, if required, to be successfully redeployed.	
To approach redeployment positively and to be open minded when considering redeployment opportunities.	
To prepare for and approach all interviews for redeployment opportunities, in the same way you would for any other interview.	
To be able to provide evidence of efforts to seek alternative employment, both internal/external to the University, i.e. job application, interview invitations, recruitment agency/job centre appointments.	
To fully participate in any required trial period.	

Signed ..... (Manager) Date .....

Signed ..... (Employee) Date .....

**Completed forms should be retained by the Employee as evidence of engagement**