| beia | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. |
| --- | --- |
| Before you fill in the formBefore a panel can review any other application for an advertised vacancy a summary of the merits of a redeployee must be emailed to Public Sector Appeals and Grievance Reviews at psagr@nt.gov.au for review and approval. The review will be completed and returned within 2-5 working days.Required attachments* job description
* all panel notes of referee discussions and referee reports
* copies of any other information considered by the panel, e.g. panel notes, interview information, etc.
 |
| Vacancy details |
| **Agency** |  | **Work unit** |  |
| **Job title** |  | **Designation** | e.g. AO3, SAO1, ECO2 |
| **Job type** | e.g. full time/part time/flexible | **Duration** |  |
| **Salary** | e.g. $61,242 - $66,094 | **Current occupant (if any)** |  |
| **Position number** |  | **RTF** |  | **Location** |  |
| **Redeployee details** |
| **Name** |  |
| **Agency** |  | **Work unit** |  |
| **Job title** |  | **Designation** | e.g. AO3, SAO1, ECO2 |
| **Case Manager**  |  |
| **Details of the assessment of the redeployee (include detailed referee information)** |
| Summarise the steps taken to assess the applicant and reasons why the panel concluded the Applicant was not suitable for the position, including with a reasonable period of training. The report should identify what training would be required and the extent to which it would be available. Reference the applicants work experience, referee information, qualification etc. |
|  |
| Panel information |
| Panel chair |
| Name |  | Job title |  |
| Signature |  | Date |  |
| Panel member |
| Name |  | Job title |  |
| Signature |  | Date |  |
| Panel member |
| Name |  | Job title |  |
| Signature |  | Date |  |
| Outcome of Public Sector Appeals and Grievance Reviews assessment of panel finding of unsuitability  |
| **Approved**  |  | **Not approved** |  |
| PSAGR officer name |  |
| Signature |  | Date |  |
| **PSAGR comments if any** |  |
| Further information**Redeployment Assessment Considerations:**The assessment of a redeployee is not based on merit. The assessment is about their ability to be able to perform the job with a reasonable period of training. It is important to note that there are no expectations that a redeployee will be familiar with the work unit. This is an assessment of transferable skills/knowledge and experience.The assessment should consider:**Work History**It is important to explore with the referees and perhaps the redeployee directly the duties and responsibilities the applicant has experience with and how it might be adapted to the advertised vacancy.**Ability to Learn and Adapt (Explore through the referees)**A selection panel must obtain referee reports from referees who are recent, relevant and well-placed.Panels should consider:* What is the redeployee’s ability to acquire new skills?
* Have they been accepting and willing to make changes in their existing workplace when changes occur. How quickly did they adapt or were they resistant to change?
* How quickly do they learn new processes or procedures? What support was required? What support might be required to adapt to the position we have?

**Identifying the gaps**Panels should consider:* What are the gaps between the redeployee’s current skills and experience and that required of the role?
* Are the gaps of a technical nature that can be trained?
* Are the gaps related to exposure where skills are developed through progressive experiences?
* How would the work unit train or help a redeployee acquire these skills, list the development for each gap?
* How long would it take for each skill to be acquired?

**Summarise objectively**On balance, could the redeployee with reasonable training undertake the role?Email this report Public Sector Appeals and Grievance Reviews at psagr@nt.gov.au for review and approval. |
| End of form |
|  |