**Pro forma letter P1**

Letter confirming priority candidate status.

For employees with **two or more years’** continuous service who have confirmed that they wish to be considered for redeployment.

[Name]

[Address]

[Date]

Dear [employee]

At our meeting on [date] I advised you that your post as [job title] was at risk of redundancy because [*insert brief reasons why post is at risk, as discussed with employee].* This letter is to confirm that you will now be able to apply as a priority candidate for vacancies at the University at grade [current grade] or below until [date] which is your contract end date.

University vacancies are advertised through The Internal Jobs Board. This is accessed via HR Self Service. You will need to be connected to the VPN before you can log in at <https://my.corehr.com/pls/coreportal_uoxp/corePortal/#EmpDash> with your SSO. Once logged in you will be presented with an unfiltered list of job titles, but by clicking on the ‘advanced’ option at the top of the page, you can use the filtering facilities which are used on the main jobs pages.

Whenever you identify a University of Oxford[[1]](#footnote-1) vacancy that you consider to be a suitable redeployment opportunity (i.e. where you meet all the essential criteria) you should:

* make an application as stipulated in the advertisement for the vacancy; and
* attach this letter to the application (by uploading it to the e-recruitment system); and
* ensure that your covering letter, or supporting statement, explains (i) that you wish to be considered as a priority candidate and (ii) how you are able to demonstrate that you meet each of the selection criteria for the post.

Should the recruiting department decide not to appoint you, they will give you written feedback on your application against the advertised selection criteria. They will send a copy of the feedback to this department to help us support you more effectively in your applications. If you do not wish us to receive this feedback, please make that clear to the recruiting department in your covering letter.

The jobs board is updated regularly and I would encourage you to keep checking for the appearance of new vacancies. There is, unfortunately, no guarantee that any suitable vacancies will arise. I would urge you not to rule out automatically applying for a vacancy at a lower grade and/or at a lower salary.

You will of course have access to any suitable vacancies that may arise in this department. Wherever possible, the department will give you the opportunity to discuss them before they are advertised. Please provide me with a copy of your current CV to help us to identify suitable vacancies as they arise.

I am available and happy to discuss with you which vacancies you might apply for and to advise you on the preparation of your application.

Yours sincerely,

[N.B. A signed and dated copy of this letter should be retained on file. If not sent by the employee’s own group leader or manager, a copy should be set to them.]

1. i.e. a post where the contract of employment would be offered by the ‘Chancellor, Masters and Scholars of University’. This does NOT include vacancies within:

	* Colleges and other affiliated organisations;
	* The Oxford University NHS Trust, except where the employer is the University of Oxford and the contract would be ‘Chancellor, Masters and Scholars’;
	* Wholly owned subsidiary companies, such as Isis Innovation Ltd. [↑](#footnote-ref-1)