**Pro forma letter A7**

**Letter identifying the nominated facilitator, confirming priority candidate status and setting out redeployment process**

**From department to employee**

[Date]

Dear [employee]

Thank you for your letter of [date] indicating that you wish to pursue suitable alternative employment within the University.

This 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. Guidance on this procedure is available at <https://hr.admin.ox.ac.uk/priority-candidates>.

You will of course have access to any suitable vacancies which might arise in this department. Wherever possible, the department will give you the opportunity to discuss them before they are advertised.

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.

This 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, therefore, not to rule out automatically applying for a vacancy at a lower grade and/or at a lower salary.

Yours sincerely,

[departmental administrator]

cc [nominated facilitator]

[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 sent to them.]