1. **EMPLOYEE DETAILS**

|  |  |
| --- | --- |
| Employee name: |  |
| Role: |  |
| School/Department: |  |
| Employee number: |  |
| Continuous service from: |  |
| Contract end date: |  |

1. **CONSULTATION RECORD**

To be completed by a representative from the employee’s School/Department, eg: line manager.

|  |
| --- |
| A meeting has taken place with the above member of staff to discuss their fixed term contract of employment. |
| Date of consultation meeting: |  |
| Meeting outcome: | [ ]  Contract will be made permanent (go straight to section 3)[ ]  Contract will be extended on a fixed term basis & funding is secured\*[ ]  Contract to be extended on a fixed term basis but funding not yet secured \*#[ ]  Contract will not be renewed at its end date\* |
| \* Reason for this decision:*(# Where funding is not secured FTC expiry process will continue until funding is confirmed)* |  |
| School/Department Redeployment: | [ ]  Line Manager has explored opportunities that might be available within the School/Department.[ ]  Details: |
|  | [ ]  There are presently no internal redeployment opportunities within the School/Department |
| University Redeployment RegisterPlease note the redeployment register is only available to staff who meet the eligibility criteria. Please see ‘[Who it applies to and when?](https://www.southampton.ac.uk/hr/services/redeployment-explained/index.page#who-it-applies-to-and-when)’ to check eligibility. Contact [AskHR](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=c562ba80db0097006f3df57eaf9619d3) for queries. | [ ]  Manager explained where details of job vacancies[[1]](#footnote-1) across the University can be found.[ ]  Manager has explored employee’s eligibility [ ]  Employee eligible for redeployment register [ ]  YES [ ]  NO[ ]  Manager explained that redeployees on the register are given priority over external candidates. |
| Employee response: | Employee wishes to be added to the redeployment register (subject to whether employee is eligible for redeployment register) [ ]  YES [ ]  NO |
| Additional comments: | [ ]  Discussion of any advice/help employee needs to find another job.[ ]  Other: |

1. **RECORD APPROVED**

|  |  |
| --- | --- |
| Employee signature: |  |
| School/Department representative name: |  |
| Representative signature: |  |
| Date: |  |

To submit a contractual change (such as permanency or extension) please browse the available HR Requests on [ServiceNow](https://sotonproduction.service-now.com/serviceportal).

1. **RETURN TO**

Please ensure that the completed consultation record is returned to HR via an [HR ticket](https://sotonproduction.service-now.com/serviceportal?id=sc_cat_item&sys_id=c562ba80db0097006f3df57eaf9619d3) no later than three months before the contract expires.

The post holder should also retain a copy for their records.

1. All University vacancies are listed online at [www.jobs.soton.ac.uk](http://www.jobs.soton.ac.uk) [↑](#footnote-ref-1)