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 Register  Please 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)