**SUITABILITY ASSESSMENT AND ASSIGNMENT TEMPLATE**

***(to be completed for each vacancy the employee is referred to)***

The purpose of this form is for an agency to outline a maximum of four criteria that an excess employee must address in order to evidence their suitability and, to afford an excess employee the opportunity to respond to the agency’s assessment of their suitability.

|  |  |
| --- | --- |
| **SECTION 1 –** Case manager of excess employee to complete | |
| Employee Name: |  |
| Employee Classification: |  |
| Vacancy Agency: |  |
| Vacancy Title: |  |
| Vacancy Classification: |  |
| Vacancy Manager: (Insert name) |  |
| Vacancy Manager’s Details:  (insert phone no and e-mail) |  |
| Vacancy reason: (e.g. backfilling, new position) |  |
| Vacancy length: (e.g. ongoing or temporary or term) |  |
| Vacancy request (e.g. time/date that vacancy contact was asked to place the vacancy on hold) |  |

**SECTION 2** – Agency advertising the vacancy to complete identifying criteria used as part of the assessment

CRITERIA 1: [Insert specific information on how you want the employee to evidence this]

CRITERIA 2: [Insert specific information on how do you want the employee to evidence this]

CRITERIA 3: [Insert specific information on how do you want the employee to evidence this]

CRITERIA 4: [Insert specific information on how do you want the employee to evidence this]

COMMENT: [Insert any other relevant information]

**SECTION 3** – Employee to complete providing information on how the criteria has been met**\*\***

CRITERIA 1: [Insert response]

CRITERIA 2: [Insert response]

CRITERIA 3: [Insert response]

CRITERIA 4: [Insert response]

COMMENT: [Insert any other relevant information]

\*\*If the agency has used section 2 to document their reason(s) why the employee has not evidenced the requisite criteria, the employee can address agency assessment and feedback on their unsuitability in this section.

|  |
| --- |
| **SECTION 4**  **ASSESSMENT FOR REDEPLOYMENT TO A VACANCY**  To be completed by the employee and their Case Manager to assess the employee’s transferable skills, against the required duties of the vacant role and to identify where a skills deficit exists to provide an agreed support and training plan.  **ASSESSMENT:**  Provide a summary of the employee’s transferable skills that were able to meet the requirements of the role.  What, if any, requirements of the role are not able to be met by the employee’s current skills and abilities? |

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| --- |
| **SECTION 5 SUPPORT AND TRAINING PROGRAM**  Based on the information provided in Section 4, what support and training is required in order for the employee to undertake the duties of the role to a reasonable standard within a reasonable period of time? |

|  |  |  |
| --- | --- | --- |
| **AGREED ACTIONS** |  |  |
|  |  |  |
| **Specific Action/Activity** | **By Who** | **By When** |
| Choose an item. |  | Click here to enter a date. |
| Choose an item. |  | Click here to enter a date. |
| Choose an item. |  | Click here to enter a date. |
| Choose an item. |  | Click here to enter a date. |

**Employee Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** Click here to enter a date.

**Case Manager Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** Click here to enter a date.

**SECTION 6** – Agency advertising the vacancy to complete an assessment of the information provided by the employee in sections 3 and 5

**SECTION 7** – Employee to complete (Respond to agency’s assessment provided in section 6)

**SECTION 7** – Case manager of employee to complete (Evidence of process and outcome)

[Insert comment on agency and employee feedback]

Is the employee being placed in the vacant role?  Yes  No

If no, has the employee been provided an opportunity to respond to the agency’s assessment?  Yes  No

***The Redeployment Plan should be reviewed and updated in collaboration with the employee, based on feedback provided following consideration for the vacancy.***