**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 essential criteria that an excess employee must address 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: COMPARISON TABLE – ESSENTIAL CRITERIA**

| ***Hiring manager in the agency advertising the vacancy to complete*** | ***Employee to complete providing information on how the essential criteria has been met*** |
| --- | --- |
| ESSENTIAL CRITERIA 1: [Insert specific information on how you want the employee to evidence this] | CRITERIA 1: [Insert response] |
| ESSENTIAL CRITERIA 2: [Insert specific information on how do you want the employee to evidence this] | CRITERIA 2: [Insert response] |
| ESSENTIAL CRITIERIA 3: [Insert specific information on how do you want the employee to evidence this] | CRITERIA 3: [Insert response] |
| ESSENTIAL CRITERIA 4: [Insert specific information on how do you want the employee to evidence this] | CRITERIA 4: [Insert response] |
| COMMENT: [Insert any other relevant information] | COMMENT: [Insert any other relevant information] |

**SECTION 3** – **ASSESSMENT OF EMPLOYEE**

Hiring manager in the agency advertising the vacancy to complete an assessment of the information provided by the employee

**SECTION 4 EMPLOYEE RESPONSE TO AGENCY ASSESSMENT**

– Employee to complete (respond to agency’s assessment provided in section 3)

|  |
| --- |
| **SECTION 5**  **CASE MANAGER ASSESSMENT**  To be completed by the 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? |

|  |
| --- |
| **SECTION 6 SUPPORT AND TRAINING**  Based on the information provided, what support and training is required for the employee to undertake the duties of the role to a reasonable standard within a reasonable period of time? |

**SECTION 7: AGREED ACTIONS**

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

**SECTION 8: SIGNATORIES**

**Employee signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Case manager signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**SECTION 9**– **COMPLETION**

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.***