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**Alternative Employment Programme**

Checklist for Recruiting Managers

**Stage 1: Review any AEP Applications for your Advertised Role(s)**

|  |  |
| --- | --- |
| What | Complete |
| The resourcing team will send you the application from the member of staff who’s on the AEP. |  |
| This will be a normal application form indicating the applicant is on the AEP |  |
| You need to review this application and make contact with the application to invite them to a discussion about the role. |  |

**Stage 2: Prioritisation Assessment (Where more than 1 AEP applicant is interested)**

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| --- | --- |
| What | Complete |
| You should review all AEP applications based on the needs and requirements of the role and also the AEP status of the employee whmo has applied. |  |
| When reviewing the AEP status of the applicant, priority should be given as follows:   * Priority 1 – Employees facing redundancy who are on maternity, adoption of shared parental leave. * Priority 2 – Employees who are pregnant and cannot continue in their current post. * Priority 3 – Employees who require a reasonable adjustment due to a disability or are deemed by Occupational Health to be medically unfit to carry out their substantive role. * Priority 4 - Employees under threat of redundancy or facing expiry of fixed term contract for reasons of redundancy. This includes those nearing completion of an Apprenticeship. * Priority 5 - Employees for reasons of discipline, grievance or capability. |  |

**Stage 3: Meet with the AEP applicant to discuss the role and trial period**

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| --- | --- |
| What | Complete |
| Meet with the sole or selected AEP applicant to discuss their application, the role and starting the AEP applicant on a trail period for the role. Aim to agree a trial start date (**This must be done before any other shortlisting of applicants takes place**). |  |

**Stage 4: Process AEP Applicant Trial Discussion**

|  |  |
| --- | --- |
| What | Complete |
| After your discussion with the chosen AEP applicant, you need to update the Recruitment Portal ticket. |  |
| If agreement is to progress to trial period – agree the start date with the AEP employee’s current line manager |  |
| If agreement is to progress to trial period – post this as a comment on the ticket. In this case the advert will close. |  |
| If employee does NOT want to be considered for the role, state this and the reasons why as a comment on the ticket. In this case the advert will remain open for applications to be reviewed in the normal way. |  |

**Stage 5: AEP Applicant Trial Start**

|  |  |
| --- | --- |
| What | Complete |
| Use our **downloadable Objectives Form** and fill it in with clear objectives for the employee in the role during the trial period |  |
| Arrange a meeting with the employee at the start of the trial to confirm the objectives. Give them a copy of the objectives. |  |
| Arrange a weekly meeting with the employee to review progress and provide any feedback. Use our **downloadable Feedback Form** to do this. |  |
| Support the employee to perform their best in the role during the trial. |  |

**Stage 6: AEP Applicant Trial End**

|  |  |
| --- | --- |
| What | Complete |
| Meet with the employee to agree on whether they should continue in the role. |  |
| If both you and the employee agree – update your recruitment ticket stating so and requesting an internal transfer. |  |
| If one of you doesn’t agree or the trail comes to an end before the due date – confirm this to the employee and update the recruitment ticket to state this and confirm the reasons why as a comment on the ticket. In this case, your role would be opened again for new applicants. |  |