



# **Local HR Office Mobility Guide**

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## An Overview of the Civil Service Mobility System

The Civil Service Mobility scheme is hosted on an electronic system that allows for the administration of transfers within the civil service. The Civil Service Mobility Scheme is one of the arrangements designed to fulfil Action 15 of the Civil Service Renewal Plan, which commits to **“Expand career and mobility opportunities for staff across geographic, organisations and sectoral boundaries”**. The scheme comes under the remit of the Department of Public Expenditure and Reform, and is administered through HR Shared Services (HRSS) for our customers.

Civil Service Mobility currently allows for the general Civil Service grades of Clerical Officer (CO), Executive Officer (EO) Administrative Officer (AO) and Higher Executive Officer (HEO) to apply for transfer through an online system, and to have access to view and manage their applications through the same system.

Communications to Mobility Applicants, including offers of Mobility, are provided solely through automated email, and it is the responsibility of the applicant that a valid, monitored home email address is recorded.

This document is intended to provide a guide for Local HR officers in navigating and operating the online platform created to facilitate the Civil Service Mobility scheme.

Further information in relation to Civil Service Mobility can be found on the [information page](#) maintained by the Department of Public Expenditure & Reform, or the [HRSS website](#).

### Access by local HRs

The local HR offices have access to the following:

- Sight of their Inbound waitlists, with applicants and their waitlist positions specified
- Transaction ability for the first eligible applicant on each waitlist
- Sight of the Outbound waitlist for their organisation, detailing which of their own staff members have mobility applications  
(with only the applicant's top waitlist position and overall eligibility specified)
- Access to make suitability determinations on applicants as appropriate
- Transaction ability for applicants who are in a mobility transfer process
- Access to place a hold on a location and grade in their organisation
- Access to remove a hold on a location and grade in their organisation

### Access by Candidates

Staff at CO and EO grade in participating organisations have the 'Mobility Homepage' link available to them on their HRSS self-service system (as pictured below), to the following:

- Access to make a new Mobility Application
- Access to add or remove satellite towns from an application
- Sight of their current mobility applications, including waitlist position
- Sight of their eligibility to be considered for an offer of mobility
- Sight of any suitability determinations made in respect of them by a local HR

- Access to update their Irish Language Skills
- Access to place one of their individual mobility applications on hold
- Access to remove a hold on one of their individual mobility applications
- Access to cancel one of their individual mobility applications
- Transaction ability for confirming interest in individual mobility applications (annual)
- Transaction ability for accepting or declining an offer of mobility



### Administration by HR Shared Services

The Central Mobility Team in HRSS administers the Civil Service Mobility scheme for our customers; this is on behalf of the Department of Public Expenditure & Reform, who are the policy owners of the scheme.

The Central Mobility Team are responsible for the following:

- Transacting on behalf of officers who do not have access to the HRSS self-service system, at the officer's request
- Making certain amendments to the eligibility of an applicants, on local HR instruction
- Updating organisational section mailboxes on the Mobility system (used for automated emails issued by the system), on local HR instruction

You can contact the Central Mobility Team by phone on **076 107 1000** or by email at [mobility@peoplepoint.ie](mailto:mobility@peoplepoint.ie).

### Non-HRSS customer local HRs

As some Civil Service organisations are not customers of HRSS, the administration of Civil Service Mobility for them and their staff members is done by their local HR. Those organisations are:

- An Garda Síochána (Garda Civilians)
- Houses of the Oireachtas



- Irish Prison Services
- Ombudsman for Children
- National Council of Curriculum Assessment
- Residential Institutions Redress Board

## GLOSSARY OF TERMS

### **Central Mobility Team (CMT):**

The team in HRSS (previously PeoplePoint) who are responsible for administering Civil Service Mobility.

### **Eligibility:**

The criteria which require fulfilment in order for an applicant to receive an offer of transfer. Applicants who are deemed ineligible will retain their position and be marked eligible once they meet all the automated criteria.

### **HRMS:**

The system where Civil Service Mobility is hosted. It can be accessed through your HRSS Self-Service.

### **CMS:**

The system in which HRSS cases are raised; this can be found [here](#).

### **Legacy Date:**

An applicant's pre-Civil Service Mobility application date for transfer.

### **Receiving Local HR:**

The Local HR of the organisation the applicant wants to move to.

### **Sending Local HR:**

The Local HR of the applicant's current organisation.

### **Waitlist:**

The list of officers within a certain grade who have applied for Mobility to a specific organisation and Zone.

### **Zone:**

A mobility area as defined under the terms of the scheme. This may comprise a number of different locations/townlands. There are 46 zones.



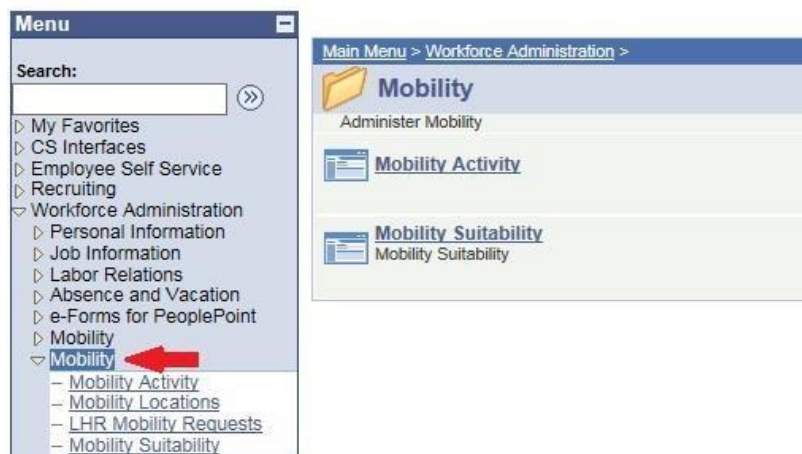
## HOW TO: View outbound mobility applicants

This function allows Local HRs to see which of their staff members have applied for Civil Service Mobility, and their top waitlist position.

### STEP 1. Navigate to the page

Navigate to the [HRSS self-service](#), log-in to your profile, and navigate to the Admin tab.

Then select the “Mobility” link within Workforce Administration.



Select the “LHR Mobility Requests” link.



### STEP 2. Complete the filters

Select “Outbound” from the dropdown menu.

#### Mobility List Selection

View Mobility Lists to and/or from your organisation. In order to view a specific mobility list, you must enter the business unit for the organisation, the location code and job code.

**Mobility List Selection**

Inbound / Outbound



Fill in the remaining filters by clicking on the magnifying glass beside each entry field, and selecting the applicable value. These are “Business Unit”, “Location”, and “Job Code”.

**Mobility List Selection**

Inbound / Outbound Outbound
Business Unit 999
Location 0000000030

Job Code CO

Search

A specific selection of values are available for each of these entry points:

- **Business Unit** – this is the business unit code for your department/organisation. There will only be a single option for selection in this field.
- **Location** – this is based on the Location Code that mobility applicants are recorded as resident in. There will be many options available for selection in this field for most Local HR operators.
- **Job Code** – this is based on one of the grade indicators used on HRMS. “CO”, “EO”, “AO” and “HEO” are available for selection for Mobility purposes.

It is a requirement that ‘Business Unit’ is filled out before the list is loaded, and it is further recommended to specify the filters as minutely as possible, to ensure speedy production of the list.

### STEP 3. Load the list

Once the filters are applied, click “Search”, and the list will load.

#### Mobility List Selection

View Mobility Lists to and/or from your organisation. In order to view a specific mobility list, you must enter the business unit for the organisation, the location code and job code.

**Mobility List Selection**

Inbound / Outbound Outbound
Business Unit 000
Location 0000000000

Job Code CO

Search

| Personalize   Find   View All    First 1-2 of 2 Last |          |              |                      |          |                                   |                  |                 |                    |                   |
|---|----------|--------------|----------------------|----------|-----------------------------------|------------------|-----------------|--------------------|-------------------|
|   | Empl ID  | Name         | Business Description | Job Code | Current Location                  | Max Waitlist Pos | Mobility Status | Eligibility Status | Legacy Validation |
| 1   | 1234567T | Troy McClure | COURTS SERVICE       | CO       | Courts Service Office Springfield | 34               | Waitlist        | Ineligible         | Confirmed         |
| 2   | 1234567W | Moe Szyslak  | COURTS SERVICE       | CO       | Courts Service Office Springfield | 1                | Waitlist        | Eligible           | N/A               |

After the list has been produced, it can be exported to Microsoft Excel by clicking the grid icon.



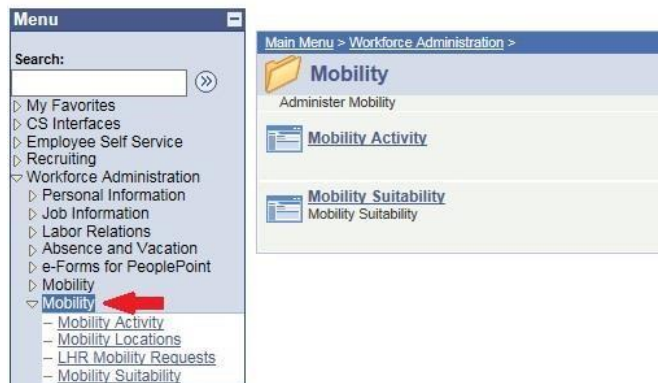
## HOW TO: View inbound mobility applicants

This function allows Local HRs to view the lists of mobility applicants to their organisation.

### STEP 1. Navigate to the page

Navigate to the [HRSS self-service](#), log-in to your profile, and navigate to the Admin tab.

Then select the “Mobility” link within Workforce Administration.



Select the “LHR Mobility Requests” link.



### STEP 2. Complete the filters

Select ‘Inbound’ from the dropdown menu.

#### Mobility List Selection

View Mobility Lists to and/or from your organisation. In order to view a specific mobility list, you must enter the business unit for the organisation, the location code and job code.

The screenshot shows the 'Mobility List Selection' form. It has a title bar 'Mobility List Selection'. Below it, there is a label 'Inbound / Outbound' next to a dropdown menu. The dropdown menu is open, showing 'Inbound' and 'Outbound' options. Below the dropdown is a yellow 'Search' button.





Fill in the remaining filters by clicking on the magnifying glass beside each entry field, and selecting the applicable value. These are 'Business Unit', 'Location', and 'Job Code'.

A specific selection of values are available for each of these entry points, as follows:

- **Business Unit** – this is the business unit code for your department/organisation. There will only be a single option for selection in this field.
- **Location** – this is based on the Location Code that mobility applicants are recorded as resident in. There will be many options available for selection in this field for most Local HR operators.
- **Job Code** – this is based on one of the grade indicators used on HRMS. CO", "EO", "AO" and "HEO" are available for selection for Mobility purposes.
- **Satellite Location** – this filter is only active for zones where Satellite Towns exist, and reflects applicants who have opted-in to the Satellite Town.
- **Irish Proficiency** – This allows to select applicants who have experience with the Irish language. The options are "None", "Basic", "Intermediate" and "Advanced".

It is a requirement that "Business Unit" is filled out before the list is loaded, and it is further recommended to specify the filters as minutely as possible, to ensure speedy production of the list.

### STEP 3. Load the waitlist

Once the filters are applied, click "Search", and the list will load.

| Name                   | Business Description          | Job Code | Description | Current Location             | Waitlist Position | Request Date   | Mobility Status | Eligibility Status | Legacy Validation | Proceed |
|------------------------|-------------------------------|----------|-------------|------------------------------|-------------------|----------------|-----------------|--------------------|-------------------|---------|
| 1 Troy McClure         | DEFENCE                       | EO       | Zone 46     | Newbridge                    | 1                 | 13/11/17 00:00 | Waitlist        | Eligible           | Confirmed         | Proceed |
| 2 Lionel Hutz          | COURTS SERVICE                | EO       | Zone 46     | Courts Service Office Naas   | 2                 | 13/11/17 00:00 | Waitlist        | Ineligible         | Confirmed         | Proceed |
| 3 Aristotle Amadopolis | Emp Affairs-Social Protection | EO       | Zone 46     | DSP - Tara Street, Tullamore | 3                 | 12/12/17 00:00 | Waitlist        | Ineligible         | N/A               | Proceed |
| 4 Jasper Beardsly      | Agriculture, Food & Marine    | EO       | Zone 46     | Other H Q Dublin             | 4                 | 01/02/18 00:00 | Waitlist        | Ineligible         | N/A               | Proceed |

After the list has been produced, it can be exported to Microsoft Excel by clicking the grid icon. To progress an applicant through mobility as receiving HR, see [page 13](#) of this guide.



## HOW TO: Activate and remove a location hold

**\*Only locations that have been properly documented on the Mobility System can be placed on hold.\***

When a Location is placed on hold all officers working within the location will be unable to receive an offer of mobility. This will show as 'On Hold - Organisation' in their Mobility Status. Locations shouldn't be kept on hold for more than 6 months.

Each affected officer will receive an automatic notification when a location is placed on hold, and will be able to view the status through their self-service.

It should be noted that the hold will have no effect on applications which are already subject to a formal mobility offer.

### STEP 1. Navigate to the page

Navigate to the [HRSS self-service](#), log-in to your profile, and to the Admin tab.

Then select the “Mobility” link within Workforce Administration.



Select the “Mobility Locations” link.



This will generate a list of each location in your department, by location code.



## Mobility Locations

| Personalize   Find   View 100   First 1-20 of 603 Last |                         |                                     |                                     |                                     |                          |                          |                                     |  |
|--|-------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|--|
| Location Code  | Description             | Inbound                             | Outbound CO                         | Outbound EO                         | Outbound AO              | Outbound HEO             | Satellite Town                      |  |
| 1 0000000001   | SWLO Achill             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| 2 0000000002   |                         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |  |
| 3 0000000003   | SWLO Arklow             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |  |
| 4 0000000004   | SWLO Athlone            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |  |
| 5 0000000005   | SWLO Ballina            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |  |
| 6 0000000006   | SWLO Ballyfermot        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |  |
| 7 0000000007   | SWLO Ballymun           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |  |
| 8 0000000008   | SWLO Ballymun           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |  |
| 9 0000000009   | SWLO Bantry             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |  |
| 10 0000000010  | SWLO Belmullet          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| 11 0000000011  | SWLO Bray               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |  |
| 12 0000000012  | SWLO Buncrana           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |  |
| 13 0000000013  | SWLO Caherciveen        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| 14 0000000014  | SWLO Carlow             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |  |
| 15 0000000015  | SWLO Castlebar          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |  |
| 16 0000000016  | SWLO Cavan              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |  |
| 17 0000000017  | SWLO Carrick-on-Shannon | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |  |
| 18 0000000018  | SWLO Clifden            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| 19 0000000019  | SWLO Clondalkin         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |  |
| 20 0000000020  | SWLO Clonmel            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |  |

Save

## STEP 2. Activate a location hold

Navigate to the location you would like to place on hold and untick the box in the column for the grade to be placed on hold (CO, EO, AO & HEO), If you would like to place all grades on hold untick the box in all four columns.

| Personalize   Find   View 100   First 1-20 of 603 Last |                         |                                     |                                     |                                     |                                     |                                     |                                     |  |
|--|-------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--|
| Location Code  | Description             | Inbound                             | Outbound CO                         | Outbound EO                         | Outbound AO                         | Outbound HEO                        | Satellite Town                      |  |
| 1 0000000001   | SWLO Achill             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |  |
| 2 0000000002   |                         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| 3 0000000003   | SWLO Arklow             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| 4 0000000004   | SWLO Athlone            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| 5 0000000005   | SWLO Ballina            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| 6 0000000006   | SWLO Ballyfermot        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| 7 0000000007   | SWLO Ballymun           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| 8 0000000008   | SWLO Ballymun           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| 9 0000000009   | SWLO Bantry             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| 10 0000000010  | SWLO Belmullet          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| 11 0000000011  | SWLO Bray               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| 12 0000000012  | SWLO Buncrana           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| 13 0000000013  | SWLO Caherciveen        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| 14 0000000014  | SWLO Carlow             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| 15 0000000015  | SWLO Castlebar          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| 16 0000000016  | SWLO Cavan              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| 17 0000000017  | SWLO Carrick-on-Shannon | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| 18 0000000018  | SWLO Clifden            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| 19 0000000019  | SWLO Clondalkin         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| 20 0000000020  | SWLO Clonmel            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |

Save



When unticked, click “Save” to place the location on hold.

Once this is done, all mobility applicants in that location will receive an automated email to notify them that the location has been placed on hold. The text of this email can be seen at [appendix 1](#) of this guide.

### STEP 3. Remove a location hold

To remove a location from being on hold just re-tick the box in the Outbound CO, EO, AO or HEO column and click “Save”.

| Mobility Locations   |                         |                                     |                                     |                                     |                                     |                                     |                                     |
|--|-------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Personalize   Find   View 100         First 1-20 of 603   Last |                         |                                     |                                     |                                     |                                     |                                     |                                     |
| Location Code  | Description             | Inbound                             | Outbound CO                         | Outbound EO                         | Outbound AO                         | Outbound HEO                        | Satellite Town                      |
| 1 0000000001   | SWLO Achill             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 2 0000000002   |                         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 3 0000000003   | SWLO Arklow             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 4 0000000004   | SWLO Athlone            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 5 0000000005   | SWLO Ballina            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 6 0000000006   | SWLO Ballyfermot        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 7 0000000007   | SWLO Ballymun           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 8 0000000008   | SWLO Ballymun           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 9 0000000009   | SWLO Bantry             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 10 0000000010  | SWLO Belmullet          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 11 0000000011  | SWLO Bray               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 12 0000000012  | SWLO Buncrana           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 13 0000000013  | SWLO Caherciveen        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 14 0000000014  | SWLO Carlow             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 15 0000000015  | SWLO Castlebar          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 16 0000000016  | SWLO Cavan              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 17 0000000017  | SWLO Carrick-on-Shannon | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 18 0000000018  | SWLO Clifden            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 19 0000000019  | SWLO Clondalkin         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 20 0000000020  | SWLO Clonmel            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

Save

Once this is done, all mobility applicants in that location will receive an automated email to notify them that the hold has been removed. The text of this email can be seen at [appendix 2](#) of this guide.



## HOW TO: Progress an applicant through mobility (receiving)

If you have a vacant position to be filled through Civil Service Mobility, this is the process to follow on the Mobility system.

### STEP 1. Generate inbound list

Generate an Inbound waitlist as described on [page 8](#) of this guide.

### STEP 2. Proceed an applicant

Select “Proceed” on the first eligible applicant.

NB. The “Proceed” button will only be available on the first officer on the list who meets the following requirements:

- Mobility Status is **Waitlist**
- Eligibility Status is **Eligible**
- Legacy Validation is **Confirmed** or **N/A**

This may not always be the first placed applicant. Only one applicant at a time will have the Proceed button available, and it is not possible to skip past this applicant.

**Mobility List Selection**

Inbound / Outbound:  Business Unit:  Location:  Satellite Location:

Job Code:  Irish Verbal Proficiency:  SO Flag: ☐

|   | Name                 | Business Description          | Job Code | Description | Current Location             | Waitlist Position | Request Date   | Mobility Status | Eligibility Status | Legacy Validation | Proceed                                |
|---|----------------------|-------------------------------|----------|-------------|------------------------------|-------------------|----------------|-----------------|--------------------|-------------------|--|
| 1 | Troy McClure         | DEFENCE                       | EO       | Zone 46     | Newbridge                    | 1                 | 13/11/17 00:00 | Waitlist        | Eligible           | Confirmed         | <input type="button" value="Proceed"/> |
| 2 | Lionel Hutz          | COURTS SERVICE                | EO       | Zone 46     | Courts Service Office Naas   | 2                 | 13/11/17 00:00 | Waitlist        | Ineligible         | Confirmed         | <input type="button" value="Proceed"/> |
| 3 | Aristotle Amadopolis | Emp Affairs-Social Protection | EO       | Zone 46     | DSP - Tara Street, Tullamore | 3                 | 12/12/17 00:00 | Waitlist        | Ineligible         | N/A               | <input type="button" value="Proceed"/> |
| 4 | Jasper Beardsly      | Agriculture, Food & Marine    | EO       | Zone 46     | Other H Q Dublin             | 4                 | 01/02/18 00:00 | Waitlist        | Ineligible         | N/A               | <input type="button" value="Proceed"/> |

A text box will appear for confirmation.

If you do not have a position due to be filled through this waitlist, or another applicant has already been proceeded for the position, simply select “Cancel” to return to the list.



Choose Location

[Help](#)

Please ensure this position is deemed suitable for filling through mobility, and that the correct location is selected.

Location

OK

Cancel

Otherwise select the magnifying glass to and select the location of the vacancy. Select “OK” to then place the applicant “In Progress” and proceed them to the next stage.

Look Up Location

[Help](#)

**Search by:** Location Code begins with

Look Up

Cancel

[Advanced Lookup](#)

**Search Results**

View 100

First

1-3 of 3

Last

| Location Code              | Location Description          |
|----------------------------|-------------------------------|
| <a href="#">000000LB2</a>  | DSL, Killeelly Road, Limerick |
| <a href="#">000000LB9</a>  | Reg. Vet. Lab. (Limerick)     |
| <a href="#">00000RO003</a> | Limerick Reg Off - Limerick C |

Choose Location

[Help](#)

Please ensure this position is deemed suitable for filling through mobility, and that the correct location is selected.

Location

000000LB2

DSL, Killeelly Road, Limerick

OK

Cancel



Once this is done, the applicant will receive an automated email to notify them and to advise which actions needed to be taken next. Both Sending and Receiving HRs will be cc'd. The text of this email can be seen at [appendix 3a](#) of this guide.

After the 3 day pre-offer period has passed a further e-mail will issue to the Sending HR informing them to complete a suitability report for the applicant, if they haven't already done so. The applicant and Receiving HR will also be cc'd. The text of this email can be seen at [appendix 3b](#) of this guide.

### STEP 3. Suitability process

Once proceeded the applicant's sending HR will complete a Suitability Report. This process is described in detail on [page 21](#) of this guide.

During the 3 day period following this, the applicant may cancel the application without affecting their other applications to the Zone. If the applicant cancels at this point the receiving HR will receive an automated email informing them of this, and can move to the next applicant on the waitlist. The text of this email can be seen at [appendix 4](#) of this guide.

#### Option 1: Applicant deemed "Unsuitable"

If the applicant has been marked as unsuitable follow the procedure described on [page 39](#) of this guide.

#### Option 2: Applicant deemed "Suitable" & under threshold

Proceed to [step 4](#).

#### Option 3: Applicant deemed "Suitable" & over threshold (receiving makes determination)

Should the applicant be deemed suitable by their current HR, but are in breach of the Absence Thresholds or have been marked by their HR as in breach due to absence pro-rata, the receiving HR must also make a suitability determination in respect of the applicant.

To do this, select the "Mobility" link within Workforce Administration and then select the "Mobility Activity" link.



This will open the Mobility Activity page.

Click on the number corresponding to "Inbound Suitability" under Inbound Requests.





## Mobility Activity

| Inbound Requests    |                    | Outbound Requests |                   |
|---------------------|--------------------|-------------------|-------------------|
| In Progress         | <a href="#">7</a>  | In Progress       | <a href="#">1</a> |
| Pending Requests    | <a href="#">3</a>  | Pending Requests  | 0                 |
| Denied Requests     | 0                  | Denied Requests   | 0                 |
| Accepted Requests   | 0                  | Accepted Requests | 0                 |
| Expired Requests    | 0                  | Expired Requests  | 0                 |
| Inbound Suitability | <a href="#">10</a> |                   |                   |

Select "View" beside the applicant in question.

## Inbound Suitability

| Mobility Requests |                |                    |                      |
|-------------------|----------------|--------------------|----------------------|
| Business Unit     | Name           | Eligibility Status | View                 |
| 805               | Troy McClure   |                    | <a href="#">View</a> |
| 805               | Gil Gunderson  |                    | <a href="#">View</a> |
| 805               | Julius Hibbert |                    | <a href="#">View</a> |

This will produce a suitability page for the applicant.

If the applicant is above the Absence Threshold their Absence record can be viewed by placing the mouse cursor over "Review Absence Details".

## Mobility Suitability

### Troy McClure

Use this page to record the employees suitability determination for a mobility request.

Suitability Determinations

First 1 of 1

Business Unit

Agriculture, Food & Marine

Determination

In

Suitability Status

No Determination Made

Review Date

☐ Prorate absences exceed thresholds

☐ Candidate has a previous successful appeal

Status Audit Details

View

| Date/Time Updated          | Updated by User | Field Name         |
|----------------------------|-----------------|--------------------|
| 28/11/2018 14:46:46.000000 | LHR_AGRI        | Suitability Status |

Save

1 Year

2 Years

4 Years

|                         |      |       |        |
|-------------------------|------|-------|--------|
| Certified Days:         | 0.00 | 20.00 | 94.00  |
| Uncertified Days:       | 0.00 | 0.00  | 7.00   |
| Total Days Absent:      | 0.00 | 20.00 | 101.00 |
| Discounted Days Absent: | 0.00 | 0.00  | 0.00   |
| Net Days Absent:        | 0.00 | 20.00 | 101.00 |
| Unauthorised Absence    | 0.00 | 0.00  | 0.00   |
| Outside Period:         | 0.00 | 9.00  | 0.00   |
| Total Instances:        | 0    | 1     | 15     |
| Discounted Instance:    | 0    | 0     | 0      |
| Net Instances:          | 0    | 1     | 15     |





Select “Suitable” or “Unsuitable” from the dropdown menu. If marking an applicant as unsuitable please follow the procedure described on [page 43](#) of this guide.

If marking the applicant as suitable proceed to step 4.

## Mobility Suitability

Troy McClure

Use this page to record the employees suitability determination for a mobility request.

Suitability Determinations

First 1 of 1

Business Unit

Agriculture, Food & Marine

Determination

In

Review Absence Details

Suitability Status

No Determination Made

No Determination Made

Suitable

Unsuitable

Review Date

☐ Prorata absences exceed thresholds

☐ Applicant has had a previous successful appeal

Status Audit Details

View All

First 1 of 1

Save

### STEP 4. Make an offer of mobility

If the applicant is marked “Suitable” and are below the Sick Leave thresholds, navigate to the HRSS [self-service](#), log-in to your profile, and navigate to the Admin tab.

To do this, select the “Mobility” link within Workforce Administration and then select the “Mobility Activity” link.



This will open the Mobility Activity page.


Click on the number corresponding to “In Progress” under Inbound Requests.

### Mobility Activity

| Inbound Requests    |   | Outbound Requests |                   |
|---------------------|---|-------------------|-------------------|
| In Progress         |  <a href="#">7</a> | In Progress       | <a href="#">1</a> |
| Pending Requests    | <a href="#">3</a>   | Pending Requests  | 0                 |
| Denied Requests     | 0   | Denied Requests   | 0                 |
| Accepted Requests   | 0   | Accepted Requests | 0                 |
| Expired Requests    | 0   | Expired Requests  | 0                 |
| Inbound Suitability | <a href="#">10</a>  |                   |                   |

Select “View” beside the applicant in question.

### In Progress

| Mobility Requests |                |                    |   |
|-------------------|----------------|--------------------|---|
| Business Unit     | Name           | Eligibility Status | View  |
| 805               | Troy McClure   | Eligible           | <a href="#">View</a>  |
| 805               | Patty Bouvier  | Eligible           | <a href="#">View</a>  |
| 805               | Kent Brockman  | Eligible           | <a href="#">View</a>  |
| 805               | Carl Carlson   | Eligible           | <a href="#">View</a>  |
| 805               | Gary Chalmers  | Eligible           | <a href="#">View</a>  |
| 805               | Maude Flanders | Ineligible         | <a href="#">View</a>  |
| 805               | John Frink     | Ineligible         | <a href="#">View</a>  |

In the dropdown menu move the applicant from “In Progress” to “Pending” and then click “Save”.



**Request Details** Find | View All First 1 of 1 Last

**From Location** Garda Headquarters **To Location** Zone 13

**From PSB** Garda Civilians **To PSB** Agriculture, Food & Marine

**Eligibility Status** Eligible **Waitlist Position** 1

**Legacy Date** 13/11/2017

**Date Recorded** 13/11/2017 00:00

**Mobility Status** In Progress  
In Progress  
Pending

**Eligibility Status** Personalize | Find | View All | 1-4 of 5 | Last

| Description                                     | Eligible                            | Valid Value                         |
|---|-------------------------------------|-------------------------------------|
| 1) In current organisation for at least 2 years | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2) In current grade for at least 2 years        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3) Deemed applicant by receiving department     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4) In current location for at least 2 years     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Save

A text box will appear asking for confirmation.

**Message**

Please ensure this position is deemed suitable for filling through mobility. (21001,39)

Your office should also check to ensure that no other applicant is currently under consideration for this position.

If another applicant has already been proceeded for the position, simply select “No” to return to the list.

Otherwise select “Yes” and proceed the applicant to the next stage. This will send an automated notification to the applicant, making them an offer of mobility. The text of this email can be seen at [appendix 5](#) of this guide.

## STEP 5. Applicant response

Once moved to Pending the applicant has 5 working days to accept or deny the offer through the HR Mobility System.

If the applicant accepts the offer an automated email notification is issued to them, and cc'd to the receiving HR, as well as the sending. The text of this email can be seen at [appendix 6](#) of this guide. After this occurs, the sending HR are responsible for closing the application. This process is described on [page 24](#) of this guide.

If the applicant denies the offer an automated email notification is issued to them, and cc'd to the receiving HR (as well as the sending) and they can move onto the next applicant on the waitlist. The text of this email can be seen at [appendix 7](#) of this guide. All of their applications to the zone are automatically cancelled.

If the applicant does not respond after 5 working days, this is treated as declining the offer.



## HOW TO: Progress an applicant through mobility (sending)

### **\*IMPORTANT\***

**In all cases, before an applicant can be proceeded the must have submitted a completed Reasonable Accommodation Declaration form.**

This is still the case even if the applicant has accepted the offer of mobility.

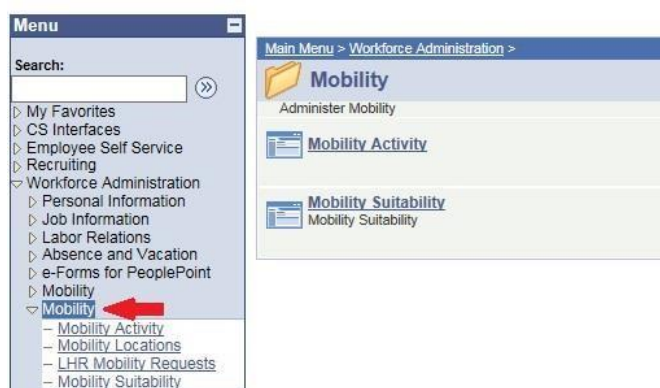
In the event a Reasonable Accommodation Declaration form is not received by the end of the 5 day formal offer period the application is to be withdrawn. The applicant is instructed to complete the Reasonable Accommodation Declaration form via automatic e-mail when they're marked in progress by the receiving HR.

The text of this email can be seen at [appendix 3](#) of this guide.

### STEP 1. Navigate to the page

Navigate to the [HRSS self-service](#), log-in to your profile, and navigate to the Admin tab.

Then select the “Mobility” link within Workforce Administration.



Select the “Mobility Suitability” link.



### STEP 2. Generate the Suitability Page

Search for the applicant in question by using their PPSN or by searching by their name.



## Cs Mob Suitability

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**▼ Search Criteria**

Empl ID:

begins with ▼

1234567Q

Sequence:

= ▼

Business Unit:

begins with ▼

OutBound/Inbound Determination:

= ▼

Name:

contains ▼

Troy

Last Name:

contains ▼

McClure

☐ Case Sensitive


Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

If the applicant isn't appearing when searching by name, try changing the "begins with" search term to "contains".

|               |         |   |            |         |
|---------------|---------|---|------------|---------|
| begins with ▼ | Troy    |  | contains ▼ | Troy    |
| begins with ▼ | McClure |   | contains ▼ | McClure |

This will generate the applicant's suitability page. By default the Suitability Status will be set to "No Determination Made".

## Mobility Suitability

### Troy McClure

Use this page to record the employees suitability determination for a mobility request.

**Suitability Determinations** First 1 of 1

Business Unit

DEFENCE

Determination

Out

[Review Absence Details](#)

Suitability Status

No Determination Made ▼

Review Date

☐ Prorata absences exceed thresholds

☐ Applicant has had a previous successful appeal

The applicant's Absence record can be view by placing the mouse cursor over "Review Absence Details".



## Mobility Suitability

Troy McClure

Use this page to record the employees suitability determination for a mobility request.

Suitability Determinations

First 1 of 1

Business Unit DEFENCE

Determination Out

[Review Absence Details](#)

Suitability Status No Determination Made

Review Date

☐ Prorate absences exceed thresholds

☐ Candidate has a previous successful appeal

Status Audit Details

View

| Date/Time Updated          | Updated by User | Field Name         |
|----------------------------|-----------------|--------------------|
| 28/11/2018 14:46:46.000000 | LHR_AGRI        | Suitability Status |

Save

|                         | 1 Year | 2 Years | 4 Years |
|-------------------------|--------|---------|---------|
| Certified Days:         | 0.00   | 20.00   | 94.00   |
| Uncertified Days:       | 0.00   | 0.00    | 7.00    |
| Total Days Absent:      | 0.00   | 20.00   | 101.00  |
| Discounted Days Absent: | 0.00   | 0.00    | 0.00    |
| Net Days Absent:        | 0.00   | 20.00   | 101.00  |
| Unauthorised Absence    | 0.00   | 0.00    | 0.00    |
| Outside Period:         | 0.00   | 9.00    | 0.00    |
| Total Instances:        | 0      | 1       | 15      |
| Discounted Instance:    | 0      | 0       | 0       |
| Net Instances:          | 0      | 1       | 15      |

### STEP 3. Determining Suitability

Sending HR should complete the suitability report in respect of a mobility applicant before making a suitability determination.

#### Option 1: Marking the Applicant Suitable

To mark the applicant suitable select "Suitable" from the Suitability Status dropdown list.

## Mobility Suitability

Troy McClure

Use this page to record the employees suitability determination for a mobility request.

Suitability Determinations

First 1 of 1

Business Unit DEFENCE

Determination Out

[Review Absence Details](#)

Suitability Status No Determination Made

Review Date

☐ Prorate absences exceed thresholds

☐ Applicant has had a previous successful appeal

No Determination Made

No Determination Made

Suitable

Unsuitable





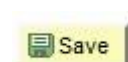
An applicant can be determined as suitable even if their Absence Record is in breach of the thresholds. An applicant in breach of thresholds can still be marked as “Unsuitable” by the interested department, although this only affects eligibility on the officer’s applications to that organisation.

If the applicant is in breach of threshold due to pro-rata calculations, then the **Prorata absences exceed thresholds** box will be ticked.



When this box is ticked, the receiving HR will also need to make a suitability determination to further proceed with the applicant, even if their Absence Record is below the thresholds.

After the selections have been made, click “Save”.



Once the determination is saved, the receiving HR will receive an automated email to notify them that the applicant has been deemed suitable to receive an offer of mobility by the sending HR. The text of the email received varies depending on whether the receiving HR now needs to complete a suitability determination. The text of these emails can be seen at appendices [8](#) and [9](#) of this guide.

## Option 2: Marking the applicant Unsuitable

If the applicant is to be marked as unsuitable, follow the procedure described on [page 30](#) of this guide.

## STEP 4. Closing the application

When the applicant has accepted the offer, the sending and receiving HRs should make contact in order to arrange the details of the mobility transfer; including start date and payroll transfer details. In general, the applicant’s start date should be no more than 4 weeks from the date of their acceptance of the mobility offer.<sup>1</sup>

Once these details have been decided, the sending HR select the “Mobility” link within Workforce Administration and then “Mobility Activity” link to open the Mobility Activity page.

---

<sup>1</sup> This may require extension for certain reasons e.g. business needs or extra vetting requirements. Arrangements for any extension beyond the 4 week period should be agreed between the sending and receiving local HR.



## Mobility Activity

| Inbound Requests    |                    | Outbound Requests |                   |
|---------------------|--------------------|-------------------|-------------------|
| In Progress         | <a href="#">7</a>  | In Progress       | <a href="#">1</a> |
| Pending Requests    | <a href="#">3</a>  | Pending Requests  | 0                 |
| Denied Requests     | 0                  | Denied Requests   | 0                 |
| Accepted Requests   | 0                  | Accepted Requests | <a href="#">1</a> |
| Expired Requests    | 0                  | Expired Requests  | 0                 |
| Inbound Suitability | <a href="#">10</a> |                   |                   |

Click on the number corresponding to “Accepted Requests” under Outbound Requests, and select the relevant application.

## Pending Requests

| Mobility Requests |                |                    |                      |
|-------------------|----------------|--------------------|----------------------|
| Business Unit     | Name           | Eligibility Status | View                 |
| 805               | Troy McClure   | Eligible           | <a href="#">View</a> |
| 805               | Patty Bouvier  | Eligible           | <a href="#">View</a> |
| 805               | Kent Brockman  | Eligible           | <a href="#">View</a> |
| 805               | Carl Carlson   | Eligible           | <a href="#">View</a> |
| 805               | Gary Chalmers  | Eligible           | <a href="#">View</a> |
| 805               | Maude Flanders | Ineligible         | <a href="#">View</a> |
| 805               | John Frink     | Ineligible         | <a href="#">View</a> |

Change the mobility status from “Approved” to “Closed”.

|                 |  |                                    |
|-----------------|--|------------------------------------|
| Date Recorded   | <input type="text" value="24/10/2018"/>                            | <input type="text" value="00:00"/> |
| Mobility Status | <div> <div>Approved</div> <div>Closed</div> <div>Open</div> </div> |                                    |

A standard transfer case will automatically raise to record the transfer on the CMS. This case will be raised in the name of the local HR officer who closed the application.





## Manage Case

Case 1218482

### Case Information

**Shared Service Centre** PeoplePoint HR Shared Service

**Employee/Payee** Kent Brockman

**Case Status** A New Case has been Opened

**Case Type** Mobility Case

**Payroll Dept.**

**Paygroup**

**Category** Mobility Program

**Requirement**

**Case Detail**

**Summary** [Mobility Transfer](#)

**Closed**

**By**

### Notes and Attachments

There are no Notes for this Case

[Add Note or Attachment](#)

### Case History

| Policy Name                  | Details  | Date              |
|------------------------------|--|-------------------|
| Case created email - generic | Automatic email sent to confirm creation of Case 1218482           | 11/16/2018 2:18PM |
| Case Status Changed          | Case Status Changed From (no prior value) to New Case              | 11/16/2018 2:18PM |
| LHR indicator Change         | Local HR indicator changed from (no prior value) to Local HR Cases | 11/16/2018 2:18PM |

[Contact Me Regarding this Case](#)

[Return to Case Search](#)



| Note Details    |   |   |
|-----------------|---|---|
| <b>Added</b>    | 16/11/2018 14:18  | ERMS Administrator <a href="#">View Email</a> |
| <b>*Subject</b> | Mobility Transfer   |   |
| <b>Details</b>  | Mobility transfer for 1234567Q from 711 (0000000034) to 805 (Zone 41) |   |

This case will contain an automated note which makes reference to the applicant, but will still require that the appropriate documentation is completed and uploaded. This includes the relevant transfer form; the transfer forms for HRSS can be found [here](#).

Where the sending local HR is in an organisation which is not a HRSS customer, and the receiving local HR is, the receiving local HR should raise a CMS case, and specify that it is to record a mobility transfer.<sup>2</sup> A list of participating organisations who are not HRSS customers can be seen on [page 4](#) of this guide.

---

<sup>2</sup> They should also source the T.Gen from the sending local HR, complete the External Transfer form in full, and upload both to the case.



## HOW TO: Place application back “On Waitlist” from “In Progress” (Sending HR)

This process is necessary in instances that an interested HR determines an applicant as “Unsuitable” and they are to be placed back on their other active waitlists.

### STEP 1. Navigate to the page

Navigate to the [HRSS self-service](#), log-in to your profile, and navigate to the Admin tab.

Then select the “Mobility” link within Workforce Administration.



Select the “Mobility” link within Workforce Administration and then select the “Mobility Activity” link.



This will open the Mobility Activity page.

Click on the number corresponding to “In Progress” under Outbound Requests.

### Mobility Activity

| Inbound Requests    |    | Outbound Requests |   |
|---------------------|----|-------------------|---|
| In Progress         | 17 | In Progress       | 1 |
| Pending Requests    | 3  | Pending Requests  | 0 |
| Denied Requests     | 0  | Denied Requests   | 0 |
| Accepted Requests   | 0  | Accepted Requests | 0 |
| Expired Requests    | 0  | Expired Requests  | 0 |
| Inbound Suitability | 10 |                   |   |



Select “View” beside the applicant in question.

## In Progress

| Mobility Requests |                |                    |                      |
|-------------------|----------------|--------------------|----------------------|
| Business Unit     | Name           | Eligibility Status | View                 |
| 805               | Troy McClure   | Eligible           | <a href="#">View</a> |
| 805               | Patty Bouvier  | Eligible           | <a href="#">View</a> |
| 805               | Kent Brockman  | Eligible           | <a href="#">View</a> |
| 805               | Carl Carlson   | Eligible           | <a href="#">View</a> |
| 805               | Gary Chalmers  | Eligible           | <a href="#">View</a> |
| 805               | Maude Flanders | Ineligible         | <a href="#">View</a> |
| 805               | John Frink     | Ineligible         | <a href="#">View</a> |

## STEP 2. Place applicant back on waitlist

In the dropdown menu move the applicant from “In Progress” to “On Waitlist” and then click “Save”.

Request Details

Find | View All First 1 of 1 Last

From Location Renmore, Galway

To Location Zone 7

From PSB DEFENCE

To PSB Agriculture, Food & Marine

Eligibility Status Ineligible

Waitlist Position 1

Legacy Date 29/08/1984

Date Recorded 26/01/2018 12:46

Mobility Status In Progress

In Progress

On Waitlist

Eligibility Status

Personalize | Find | View All | 1-4 of 6 Last

| Description                                     | Eligible                            | Valid Value                         |
|---|-------------------------------------|-------------------------------------|
| 1) In current organisation for at least 2 years | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2) In current grade for at least 2 years        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3) Deemed applicant by receiving department     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4) In current location for at least 2 years     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Save

Once this is done, the receiving HR will receive an automated email to notify them, and the applicant will be cc'd. This notifies the receiving that they are free to proceed with filling the position. The text of this email can be seen at [appendix 10](#) of this guide.



## HOW TO: Mark a staff member's active mobility applications as Unsuitable for Mobility

Marking a staff member's applications as "Unsuitable" before any interest has been expressed may be considered necessary by the sending HR; for example, in cases where the applicant is on a Performance Improvement Plan, or subject to a Live Disciplinary Sanction.

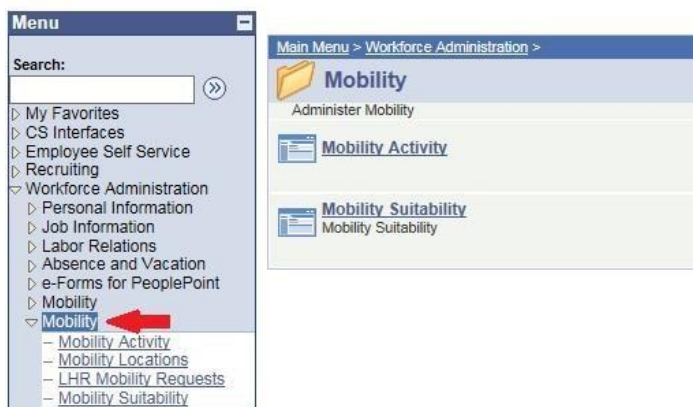
The facility to make a suitability determination is not available unless the staff member has at least one live application to Civil Service Mobility.

Sending HR should complete the suitability report in respect of a mobility applicant before making a new suitability determination. The report template, and supporting information can be found [here](#).

### STEP 1. Navigate to the page

Navigate to the [HRSS self-service](#), log-in to your profile, and navigate to the Admin tab.

Then select the "Mobility" link within Workforce Administration.



Select the "Mobility Suitability" link.



### STEP 2. Generate the suitability page

Search for the applicant in question by using their PPSN or searching by their name.



## Cs Mob Suitability

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

Empl ID:

begins with

1234567Q

Sequence:

=

Business Unit:

begins with

OutBound/Inbound Determination:

=

Name:

contains

Troy

Last Name:

contains

McClure

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

If the applicant isn't appearing when searching by name, try changing the "begins with" search term to "contains".

|             |         |   |          |         |
|-------------|---------|---|----------|---------|
| begins with | Troy    | ➔ | contains | Troy    |
| begins with | McClure |   | contains | McClure |

This will generate the applicant's suitability page.

## Mobility Suitability

### Troy McClure

Use this page to record the employees suitability determination for a mobility request.

**Suitability Determinations** First 1 of 1

Business Unit

DEFENCE

Determination

Out

[Review Absence Details](#)

Suitability Status

No Determination Made

Review Date

☐ Prorata absences exceed thresholds

☐ Applicant has had a previous successful appeal

Previous determinations are listed in the Status Audit Details below the suitability determination.





| Status Audit Details       |                 |                    |                       |                       |
|----------------------------|-----------------|--------------------|-----------------------|-----------------------|
|                            |                 | View All           |                       | First 1-4 of 4        |
| Date/Time Updated          | Updated by User | Field Name         | New Value             | Old Value             |
| 21/11/2018 12:53:13.000000 | LHR_AGRI        | Suitability Status | No Determination Made | No Determination Made |
| 21/11/2018 12:55:56.000000 | LHR_Defence     | Suitability Status | Suitable              | No Determination Made |
| 28/11/2018 12:19:21.000000 | LHR_Defence     | Suitability Status | No Determination Made | Suitable              |
| 28/11/2018 12:19:32.000000 | LHR_Defence     | Suitability Status | Suitable              | No Determination Made |

### STEP 3. Make a determination of Unsuitable

Move the applicant's Suitability Status to "Unsuitable".

## Mobility Suitability

Troy McClure

Use this page to record the employees suitability determination for a mobility request.

Suitability Determinations

First 1 of 1

Business Unit

DEFENCE

Determination

Out

Review Absence Details

Suitability Status

No Determination Made

No Determination Made

Suitable

Unsuitable

Review Date

☐ Prorata absences exceed thresholds

☐ Applicant has had a previous successful appeal

When marking an applicant as unsuitable a Review Date must be entered. The Review Date must be at least 10 days in the future. The applicant will no longer be marked as unsuitable after the review date has passed. The review date can be extended or shortened on the suitability page at any time, by making a new determination.



Suitability Determinations

First 1 of 1

Business Unit

DEFENCE

Determination

Out

[Review Absence Details](#)

Suitability Status

Unsuitable

Review Date

02/09/2019

31



☐ Prorata absences exceed thresholds

☐ Applicant has had a previous successful appeal

Once the Review Date has been entered click “Save”.



Once this is done, the applicant will receive an automated email to notify them, and the sending HR will be cc'd. The text of this email can be seen at [appendix 11](#) of this guide.





## HOW TO: Mark an applicant as Unsuitable while “In Progress” (sending)

An e-mail will be received when a staff member is under consideration for Mobility and has been placed “In Progress”. The text of this email can be seen at [appendix 3](#) of this guide.

Sending HR should complete the suitability report in respect of a mobility applicant before making a suitability determination. The report template, and supporting information can be found [here](#).

### STEP 1. Navigate to the page

Navigate to the [HRSS self-service](#), log-in to your profile, and navigate to the Admin tab.

Then select the “Mobility” link within Workforce Administration.



Select the “Mobility Suitability” link.



### STEP 2. Generate the suitability page

Search for the applicant in question by using their PPSN or by searching by their name.



## Cs Mob Suitability

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**▼ Search Criteria**

Empl ID:

begins with ▼

1234567Q

Sequence:

= ▼

Business Unit:

begins with ▼

OutBound/Inbound Determination:

= ▼

Name:

contains ▼

Troy

Last Name:

contains ▼

McClure

☐ Case Sensitive


Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

If the applicant isn't appearing when searching by name, try changing the "begins with" search term to "contains".

|               |         |   |            |         |
|---------------|---------|---|------------|---------|
| begins with ▼ | Troy    |  | contains ▼ | Troy    |
| begins with ▼ | McClure |   | contains ▼ | McClure |

This will generate the applicant's suitability page. By default the Suitability Status will be set to "No Determination Made".

## Mobility Suitability

### Troy McClure

Use this page to record the employees suitability determination for a mobility request.

**Suitability Determinations** First 1 of 1

Business Unit

DEFENCE

Determination

Out

[Review Absence Details](#)

Suitability Status

No Determination Made ▼

Review Date

☐ Prorata absences exceed thresholds

☐ Applicant has had a previous successful appeal



### STEP 3. Make a determination of Unsuitable

As the sending HR, there are a variety of reasons that a mobility applicant may be deemed unsuitable to receive an offer of mobility at this time. The mobility system can be used to facilitate the relevant policy in three ways, with the steps laid out below.

The Suitability Report in relation to Civil Service Mobility has four sections under which it is possible for an applicant to be deemed unsuitable. These are:

- Section 1 – Underperformance  
*Where an applicant is deemed unsuitable under this, follow the steps in Option 1 below.*
- Section 2 – Discipline  
*Where an applicant is deemed unsuitable under this, follow the steps in Option 1 below.*
- Section 3 – Investigations  
*Where an applicant is deemed unsuitable under this, follow the steps in [Option 2](#).*
- Section 4 – Attendance  
*Where an applicant is deemed unsuitable under this, follow the steps in [Option 3](#).*

#### Option 1: The applicant is on a Performance Improvement Plan or subject to a Live Disciplinary Sanction

Move the applicant's Suitability Status to "Unsuitable".

### Mobility Suitability

Troy McClure

Use this page to record the employees suitability determination for a mobility request.

**Suitability Determinations** First 1 of 1

**Business Unit** DEFENCE

**Determination** Out [Review Absence Details](#)

**Suitability Status** No Determination Made ▼

**Review Date**

☐ Prorate absences exceed thresholds

☐ Applicant has had a previous successful appeal

Options in dropdown: No Determination Made, Suitable, Unsuitable (highlighted with red arrow)

When marking an applicant as unsuitable a Review Date must be entered. This date must be at least 10 days in the future. The applicant will no longer be marked as unsuitable after the



Review Date has passed. The review date can be extended or shortened on the suitability page at any time, by making a new determination.



Once the Review Date has been entered click “Save”.



Once this is done, the applicant will receive an automated email to notify them, and both the sending and receiving HR will be cc’d. The text of this email can be seen at [appendix 11](#) of this guide.

While the applicant is on a Performance Improvement Plan or undertaking a Live Disciplinary Sanction they are not in a position to appeal this decision.

Follow the steps described on [page 28](#) to remove the applicant from being “In progress” and place them back “On Waitlist” to allow the interested HR to move to the next applicant.

### Option 2: Applicant is under an ongoing investigation that may lead to a Live Disciplinary Sanction

Should the applicant be under a disciplinary investigation, they are first marked as unsuitable by the sending HR, but remain in progress and are not immediately placed back on the waitlist. The applicant should be held in progress until the investigation comes to an end, up to a maximum of 60 working days from the determination of unsuitable.

After 60 days pass, the receiving HR will receive an automated email to notify them that the period has come to an end, and the sending HR will be cc’d. The text of this email can be seen at [appendix 14](#) of this guide.

- If no conclusion has come to the investigation, follow the steps described on [page 28](#) to remove the applicant from being “In Progress” and place them back “On Waitlist”.
- If a decision is reached within 60 working days of being marked unsuitable, and the applicant is then deemed Suitable, follow the steps described on [page 18](#) to proceed the applicant to the next stage of the Mobility process.



- If a decision is reached within 60 working days of being marked unsuitable and the applicant is deemed Unsuitable due to being on a Performance Improvement Plan or being subject to a Live Disciplinary Sanction, follow the steps described on [page 28](#) to remove the applicant from being “In Progress” and place them back “On Waitlist”.

### Option 3: Applicant is deemed unsuitable due to Absence Record

The applicants Absence record can be viewed by placing the mouse cursor over “Review Absence Details”

#### Mobility Suitability

Troy McClure

Use this page to record the employees suitability determination for a mobility request.

Suitability Determinations First 1 of 1

Business Unit DEFENCE

Determination Out [Review Absence Details](#)

Suitability Status No Determination Made

Review Date

☐ Prorate absences exceed thresholds  
☐ Candidate has a previous successful appeal

Status Audit Details View

| Date/Time Updated          | Updated by User | Field Name         |
|----------------------------|-----------------|--------------------|
| 28/11/2018 14:46:46.000000 | LHR_AGRI        | Suitability Status |

Save

|                         | 1 Year | 2 Years | 4 Years |
|-------------------------|--------|---------|---------|
| Certified Days:         | 0.00   | 20.00   | 94.00   |
| Uncertified Days:       | 0.00   | 0.00    | 7.00    |
| Total Days Absent:      | 0.00   | 20.00   | 101.00  |
| Discounted Days Absent: | 0.00   | 0.00    | 0.00    |
| Net Days Absent:        | 0.00   | 20.00   | 101.00  |
| Unauthorised Absence    | 0.00   | 0.00    | 0.00    |
| Outside Period:         | 0.00   | 9.00    | 0.00    |
| Total Instances:        | 0      | 1       | 15      |
| Discounted Instance:    | 0      | 0       | 0       |
| Net Instances:          | 0      | 1       | 15      |

Move the applicant’s Suitability Status to “Unsuitable”.

#### Mobility Suitability

Troy McClure

Use this page to record the employees suitability determination for a mobility request.

Suitability Determinations First 1 of 1

Business Unit DEFENCE

Determination Out [Review Absence Details](#)

Suitability Status

No Determination Made

No Determination Made

Suitable

Unsuitable

Review Date

☐ Prorate absences exceed thresholds  
☐ Applicant has had a previous successful appeal



When marking an applicant as unsuitable a Review Date must be entered. The Review Date must be at least 10 days in the future. The applicant will no longer be marked as unsuitable after the review date has passed. The review date can be extended or shortened on the suitability page at any time, by making a new determination.



**Suitability Determinations** First 1 of 1

**Business Unit** DEFENCE

**Determination** Out [Review Absence Details](#)

**Suitability Status** Unsuitable

**Review Date** 02/09/2019  

☐ Prorata absences exceed thresholds

☐ Applicant has had a previous successful appeal

Once the Review Date has been entered click “Save”.



Once this is done, the applicant will receive an automated email to notify them, and both the sending and receiving HR will be cc’d. The text of this email can be seen at [appendix 11](#) of this guide.

#### STEP 4. Appeal period

Allow for 5 working days to pass, in which time that applicant has the opportunity to appeal the suitability determination.

After five days pass, the sending HR will receive an automated email to notify them to check if an appeal has been raised and to take action as appropriate, and the receiving HR will be cc’d. The text of this email can be seen at [appendix 12](#) of this guide.

#### Option 1: No appeal raised after 5 days

Follow the steps described on [page 28](#) to remove the applicant from being “In Progress” and place them “On Waitlist”.

#### Option 2: Appeal raised after 5 days

When an applicant raises an appeal they can remain “In Progress” for a maximum of 60 working days while the appeal is being investigated.





After 60 days pass, the receiving HR will receive an automated email to notify them that the period has come to an end, and the sending HR will be cc'd. The text of this email can be seen at [appendix 14](#) of this guide.

- If after 60 working days no conclusion has been reached following the appeal, follow the steps described on [page 28](#) to remove the applicant from being “In Progress” and place them “On Waitlist”.
- If a decision is reached within 60 working days of raising the appeal and it is **not upheld**, follow the steps described on [page 28](#) to remove the applicant from being “In Progress” and place them “On Waitlist”.

## STEP 5. The appeal is upheld

If a decision is reached within 60 working days of raising the appeal and the appeal is **upheld**, navigate to the [HRSS self-service](#), log-in to your profile, and navigate to the Admin tab.

Then select the “Mobility” link within Workforce Administration and select the “Mobility Suitability” link.



Search for the applicant in question by using their PPSN or by searching by their name.

### Cs Mob Suitability

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

▼ Search Criteria


|                                 |               |          |
|---------------------------------|---------------|----------|
| Empl ID:                        | begins with ▼ | 1234567Q |
| Sequence:                       | = ▼           |          |
| Business Unit:                  | begins with ▼ |          |
| OutBound/Inbound Determination: | = ▼           |          |
| Name:                           | contains ▼    | Troy     |
| Last Name:                      | contains ▼    | McClure  |

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria



If the applicant isn't appearing when searching by name, try changing the "begins with" search term to "contains".

|               |         |   |            |         |
|---------------|---------|---|------------|---------|
| begins with ▼ | Troy    |  | contains ▼ | Troy    |
| begins with ▼ | McClure |   | contains ▼ | McClure |

This will generate the applicant's suitability page.

Change the suitability determination from "Unsuitable" to "Suitable".

## Mobility Suitability

### Troy McClure

Use this page to record the employees suitability determination for a mobility request.

**Suitability Determinations** First 1 of 1

**Business Unit** DEFENCE

**Determination** Out [Review Absence Details](#)

**Suitability Status**  

No Determination Made  
No Determination Made  
Suitable ←  
Unsuitable

**Review Date**

☐ Prorata absences exceed thresholds

☐ Applicant has had a previous successful appeal

Tick the **Candidate has a previous successful appeal** box to indicate that the applicant has won their appeal. This means that the applicant cannot now receive a determination of unsuitable from the receiving HR in respect of this application.

☐ **Applicant has had a previous successful appeal**

Once the update has been made click "Save".



Once this is done, the receiving HR will receive an automated email to notify them, and the sending HR will be cc'd. The text of this email can be seen at [appendix 8](#) of this guide.





## HOW TO: Mark an applicant as Unsuitable while “In Progress” (receiving)

### STEP 1. Navigate to the page

The applicant is marked “Suitable” – Sick Leave over threshold/Marked pro-rata

Should the applicant be deemed suitable by their current HR, but are in breach of the Absence Thresholds, select the “Mobility” link within Workforce Administration and then select the “Mobility Activity” link.



This will open the Mobility Activity page.

Click on the number corresponding to “Inbound Suitability” under Inbound Requests.

### Mobility Activity

| Inbound Requests    |           | Outbound Requests |          |
|---------------------|-----------|-------------------|----------|
| In Progress         | <u>7</u>  | In Progress       | <u>1</u> |
| Pending Requests    | <u>3</u>  | Pending Requests  | 0        |
| Denied Requests     | 0         | Denied Requests   | 0        |
| Accepted Requests   | 0         | Accepted Requests | 0        |
| Expired Requests    | 0         | Expired Requests  | 0        |
| Inbound Suitability | <u>10</u> |                   |          |

Select “View” beside the applicant in question.



## Inbound Suitability

| Mobility Requests |                |                    |                      |
|-------------------|----------------|--------------------|----------------------|
| Business Unit     | Name           | Eligibility Status | View                 |
| 805               | Troy McClure   |                    | <a href="#">View</a> |
| 805               | Gil Gunderson  |                    | <a href="#">View</a> |
| 805               | Julius Hibbert |                    | <a href="#">View</a> |

This will generate a suitability page for the applicant.

### STEP 2. View Absence report

If the applicant is above the Absence Threshold their Absence record can be view by placing the mouse cursor over “Review Absence Details”

#### Mobility Suitability

##### Troy McClure

Use this page to record the employees suitability determination for a mobility request.

Suitability Determinations First 1 of 1

Business Unit

Agriculture, Food & Marine

Determination

In

Suitability Status

No Determination Made

Review Date

☐ Prorate absences exceed thresholds
   
☐ Candidate has a previous successful appeal

Status Audit Details

View

| Date/Time Updated          | Updated by User | Field Name         |
|----------------------------|-----------------|--------------------|
| 28/11/2018 14:46:46.000000 | LHR_AGRI        | Suitability Status |

Save

|                         | 1 Year | 2 Years | 4 Years |
|-------------------------|--------|---------|---------|
| Certified Days:         | 0.00   | 20.00   | 94.00   |
| Uncertified Days:       | 0.00   | 0.00    | 7.00    |
| Total Days Absent:      | 0.00   | 20.00   | 101.00  |
| Discounted Days Absent: | 0.00   | 0.00    | 0.00    |
| Net Days Absent:        | 0.00   | 20.00   | 101.00  |
| Unauthorised Absence    | 0.00   | 0.00    | 0.00    |
| Outside Period:         | 0.00   | 9.00    | 0.00    |
| Total Instances:        | 0      | 1       | 15      |
| Discounted Instance:    | 0      | 0       | 0       |
| Net Instances:          | 0      | 1       | 15      |

### STEP 3. Make a determination of unsuitable

Move the applicant's Suitability Status to “Unsuitable”.



## Mobility Suitability

Troy McClure

Use this page to record the employees suitability determination for a mobility request.



The screenshot shows the 'Suitability Determinations' form for Business Unit 'DEFENCE'. The 'Determination' is 'Out' with a 'Review Absence Details' link. The 'Suitability Status' dropdown menu is open, showing options: 'No Determination Made', 'Suitable', and 'Unsuitable'. A red arrow points to 'Unsuitable'. Below the dropdown are two checkboxes: 'Prorate absences exceed thresholds' and 'Applicant has had a previous successful appeal', both of which are unchecked.

When marking an applicant as unsuitable a Review Date must be entered. The Review Date must be at least 10 days in the future. The applicant will no longer be marked as unsuitable after the review date has passed. The review date can be extended or shortened on the suitability page at any time.



The screenshot shows the 'Suitability Determinations' form with 'Unsuitable' selected in the 'Suitability Status' dropdown. The 'Review Date' is set to '02/09/2019', with a calendar icon and a red arrow pointing to it. The 'Determination' remains 'Out' with the 'Review Absence Details' link. The checkboxes for 'Prorate absences exceed thresholds' and 'Applicant has had a previous successful appeal' are still unchecked.

Once the Review Date has been entered click "Save".



Once this is done, the applicant will receive an automated email to notify them, and both the sending and receiving HR will be cc'd. The text of this email can be seen at [appendix 11](#) of this guide.



## STEP 4. Appeal period

Allow for 5 working days to pass, in which time that applicant has the opportunity to appeal the suitability determination.

After five days pass, the receiving HR will receive an automated email to notify them to check if an appeal has been raised and to take action as appropriate, and the sending HR will be cc'd. The text of this email can be seen at [appendix 12](#) of this guide.

### No appeal raised within 5 days

Contact the applicant's HR to remove the applicant from being "In progress" and place them "On Waitlist" to allow movement on to the next applicant.

### Applicant raises an appeal within 5 days

When an applicant raises an appeal they can remain "In progress" for a maximum of 60 working days while the appeal is being investigated.

After 60 days pass, the receiving HR will receive an automated email to notify them that the period has come to an end, and the sending HR will be cc'd. The text of this email can be seen at [appendix 14](#) of this guide.

- If after 60 working days no conclusion has been reached following the appeal, contact the applicants HR to remove the applicant from being "In progress" and place them "On Waitlist" to allow movement on to the next applicant.
- If a decision is reached within 60 working days of raising the appeal and it is **not upheld**, contact the applicants HR to remove the applicant from being "In progress" and place them "On Waitlist" to allow movement on to the next applicant.

## STEP 5. Appeal is upheld

If a decision is reached within 60 working days of raising the appeal and the appeal is upheld, navigate to the [HRSS self-service](#), log-in to your profile, and navigate to the Admin tab.

Then select the 'Mobility' link within Workforce Administration and select the 'Mobility Activity' link.



This will open the Mobility Activity page.

Click on the number corresponding to “Inbound Suitability” under Inbound Requests.

## Mobility Activity

| Inbound Requests    |                    | Outbound Requests |                   |
|---------------------|--------------------|-------------------|-------------------|
| In Progress         | <a href="#">7</a>  | In Progress       | <a href="#">1</a> |
| Pending Requests    | <a href="#">3</a>  | Pending Requests  | 0                 |
| Denied Requests     | 0                  | Denied Requests   | 0                 |
| Accepted Requests   | 0                  | Accepted Requests | 0                 |
| Expired Requests    | 0                  | Expired Requests  | 0                 |
| Inbound Suitability | <a href="#">10</a> |                   |                   |

Select “View” beside the applicant in question.

## Inbound Suitability

| Mobility Requests |                |                    |                      |
|-------------------|----------------|--------------------|----------------------|
| Business Unit     | Name           | Eligibility Status | View                 |
| 805               | Troy McClure   |                    | <a href="#">View</a> |
| 805               | Gil Gunderson  |                    | <a href="#">View</a> |
| 805               | Julius Hibbert |                    | <a href="#">View</a> |

This will generate the suitability page for the applicant.

Change the suitability determination from “Unsuitable” to “Suitable”.



## Mobility Suitability

Troy McClure

Use this page to record the employees suitability determination for a mobility request.

Suitability Determinations

First 1 of 1

Business Unit

DEFENCE

Determination

Out

[Review Absence Details](#)

Suitability Status

No Determination Made

No Determination Made

Suitable

Unsuitable

Review Date

☐ Prorate absences exceeding thresholds

☐ Applicant has had a previous successful appeal

Return to 'Mobility Activity' and click on the number corresponding to "In Progress" under Inbound Requests.

## Mobility Activity

| Inbound Requests    |   | Outbound Requests |                   |
|---------------------|---|-------------------|-------------------|
| In Progress         |  <a href="#">7</a> | In Progress       | <a href="#">1</a> |
| Pending Requests    | <a href="#">3</a>   | Pending Requests  | 0                 |
| Denied Requests     | 0   | Denied Requests   | 0                 |
| Accepted Requests   | 0   | Accepted Requests | 0                 |
| Expired Requests    | 0   | Expired Requests  | 0                 |
| Inbound Suitability | <a href="#">10</a>  |                   |                   |

Select "View" beside the applicant in question.



## In Progress

| Mobility Requests |                |                    |                      |
|-------------------|----------------|--------------------|----------------------|
| Business Unit     | Name           | Eligibility Status | View                 |
| 805               | Troy McClure   | Eligible           | <a href="#">View</a> |
| 805               | Patty Bouvier  | Eligible           | <a href="#">View</a> |
| 805               | Kent Brockman  | Eligible           | <a href="#">View</a> |
| 805               | Carl Carlson   | Eligible           | <a href="#">View</a> |
| 805               | Gary Chalmers  | Eligible           | <a href="#">View</a> |
| 805               | Maude Flanders | Ineligible         | <a href="#">View</a> |
| 805               | John Frink     | Ineligible         | <a href="#">View</a> |

In the dropdown menu move the applicant from “In Progress” to “Pending” and then click “Save”.

Request Details

Find | View All First 1 of 1 Last

From Location

Garda Headquarters

To Location

Zone 13

From PSB

Garda Civilians

To PSB

Agriculture, Food & Marine

Eligibility Status

Eligible

Waitlist Position

1

Legacy Date

13/11/2017

Date Recorded

13/11/2017 00:00

Mobility Status

In Progress

In Progress

Pending

Eligibility Status

Personalize | Find | View All | 1-4 of 5 Last

| Description                                     | Eligible                            | Valid Value                         |
|---|-------------------------------------|-------------------------------------|
| 1) In current organisation for at least 2 years | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2) In current grade for at least 2 years        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3) Deemed applicant by receiving deptment       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4) In current location for at least 2 years     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Save

A text box will appear asking for confirmation.

### Message

Please ensure this position is deemed suitable for filling through mobility. (21001,39)

Your office should also check to ensure that no other applicant is currently under consideration for this position.

Yes

No





Select “Yes” and proceed the applicant to the next stage. This will send an automated notification to the applicant, making them an offer of mobility. The text of this email can be seen at [appendix 5](#) of this guide.

#### STEP 6. Applicant response

Once moved to Pending the applicant has 5 working days to accept or deny the offer through the HR Mobility System.

If the applicant accepts the offer an automated email notification is issued to them, and cc’d to the receiving HR, as well as the sending HR. The text of this email can be seen at [appendix 6](#) of this guide. After this occurs, the sending HR are responsible for closing the application. This process is described on [page 24](#) of this guide.

If the applicant declines the offer an automated email notification is issued to them. This email is also cc’d to the receiving HR (as well as the sending HR) and informs that they can move onto the next applicant on the waitlist. The text of this email can be seen at [appendix 7](#) of this guide. All of their applications to the zone are automatically cancelled.

If the applicant does not respond after 5 working days, this is treated as declining the offer.



## HOW TO: Review a determination of Unsuitable

The determining HR may choose to review a determination of unsuitability at any stage before the review date occurs, and make a new determination (either to deem the applicant suitable, or as unsuitable with a different review date).

The determining HR will also receive an automated email reminder 10 days before the applicant is due for review; the timing of this is based on the review date currently recorded. The text of this email can be seen at [appendix 13](#) of this guide.

If the review date passes without update, the applicant will no longer be marked as unsuitable.

### Actions following sending HR review

Following the review, in order to mark the applicant suitable, follow the steps described on [page 20](#).

To mark the applicant unsuitable, follow the steps described on [page 32](#).

### Actions following receiving HR review

Following the review, in order to mark the applicant suitable, follow the steps described on [page 16](#).

To mark the applicant unsuitable, follow the steps described on [page 43](#).



## HOW TO: Manage the Satellite Town Opt-in

Within Civil Service Mobility, there are two types of locations within a zone:

- **Core Locations** – these locations are automatically selected when an organisation is chosen. It is **not** possible to opt-out of core locations on the system. When an organisation is selected, the application is to all core locations where that organisation is based.
- **Satellite Towns** – these are optional remote locations within a zone. When selecting an organisation, applicants have the option to opt-in to any satellite towns where that organisation is based.

The Mobility system is configured so that an applicant who only wishes to apply for a Satellite Town must also select the core locations for the relevant organisation(s).

Applicants who opt to move to a satellite town only should not be removed from the organisation's waitlist in that zone if they decline an offer to a core location in that organisation.

In the case that an offer is made and the applicant states their intention to only move to a satellite town (or Towns) in the Zone contact the Central Mobility Team at [mobility@peoplepoint.ie](mailto:mobility@peoplepoint.ie).

The receiving HR can contact the applicant again in the future when a position within the Satellite Town opens.

## HOW TO: Add a new office to a Zone

### STEP 1. Notify HRSS of the new location

When a new office needs to be added to the mobility system, you should contact the Central Mobility Team at [mobility@peoplepoint.ie](mailto:mobility@peoplepoint.ie), and request the Mobility Location Form.

This specifies the details needed for recording of the new location, including those required for the Mobility Map hosted by the Department of Public Expenditure & Reform.

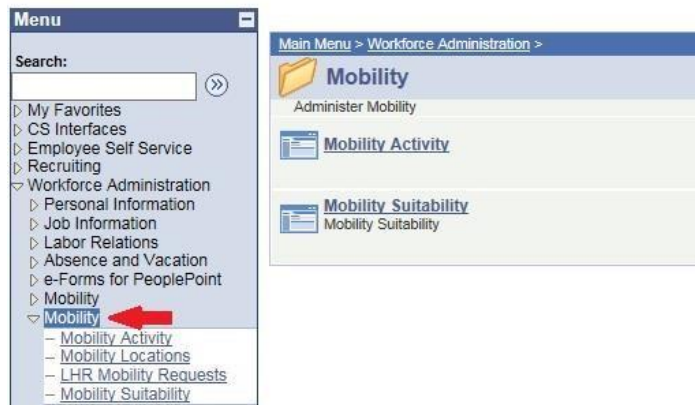
Once the new location is added to the HRMS system the Central Mobility Team will communicate this change to the Mobility Policy team, to ensure that the Mobility Map is also updated.

### STEP 2. Navigate to the page

Once the location has been added you can activate the location by navigating to the [HRSS self-service](#), log-in to your profile, and navigate to the Admin tab.

Then selecting the "Mobility" link within Workforce Administration.





Select the “Mobility Locations” link.



This will generate a list of each Location in your department.

| Mobility Locations                               |                         |                                     |                                     |                                     |  |
|--|-------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--|
| Personalize Find View 100 First 1-20 of 603 Last |                         |                                     |                                     |                                     |  |
| Location Code                                    | Description             | Inbound                             | Outbound                            | Satellite Town                      |  |
| 1 0000000001                                     | SWLO Achill             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| 2 0000000002                                     |                         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| 3 0000000003                                     | SWLO Arklow             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| 4 0000000004                                     | SWLO Athlone            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| 5 0000000005                                     | SWLO Ballina            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| 6 0000000006                                     | SWLO Ballyfermot        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| 7 0000000007                                     | SWLO Ballymun           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| 8 0000000008                                     | SWLO Ballymun           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| 9 0000000009                                     | SWLO Bantry             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| 10 0000000010                                    | SWLO Belmullet          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| 11 0000000011                                    | SWLO Bray               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| 12 0000000012                                    | SWLO Buncrana           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| 13 0000000013                                    | SWLO Caherciveen        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| 14 0000000014                                    | SWLO Carlow             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| 15 0000000015                                    | SWLO Castlebar          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |  |
| 16 0000000016                                    | SWLO Cavan              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| 17 0000000017                                    | SWLO Carrick-on-Shannon | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| 18 0000000018                                    | SWLO Clifden            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| 19 0000000019                                    | SWLO Clondalkin         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |
| 20 0000000020                                    | SWLO Clonmel            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |  |



### STEP 3. Activate the location

Find the new location on this list and tick both the Inbound and Outbound boxes to activate the location, and then save.

| Mobility Locations                                       |               |                         |                                     |                                     |                                     |
|--|---------------|-------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Personalize   Find   View 100     First 1-20 of 603 Last |               |                         |                                     |                                     |                                     |
|  | Location Code | Description             | Inbound                             | Outbound                            | Satellite Town                      |
| 1  | 0000000001    | SWLO Achill             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2  | 0000000002    |                         | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 3  | 0000000003    | SWLO Arklow             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 4  | 0000000004    | SWLO Athlone            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 5  | 0000000005    | SWLO Ballina            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 6  | 0000000006    | SWLO Ballyfermot        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 7  | 0000000007    | SWLO Ballymun           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 8  | 0000000008    | SWLO Ballymun           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 9  | 0000000009    | SWLO Bantry             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 10   | 0000000010    | SWLO Belmullet          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 11   | 0000000011    | SWLO Bray               | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 12   | 0000000012    | SWLO Buncrana           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 13   | 0000000013    | SWLO Caherciveen        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 14   | 0000000014    | SWLO Carlow             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 15   | 0000000015    | SWLO Castlebar          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 16   | 0000000016    | SWLO Cavan              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 17   | 0000000017    | SWLO Carrick-on-Shannon | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 18   | 0000000018    | SWLO Clifden            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 19   | 0000000019    | SWLO Clondalkin         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| 20   | 0000000020    | SWLO Clonmel            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |



Once this is done, all mobility applicants who have applied to that zone (regardless of organisation applied to) will receive an automated email to notify them of the new location. The text of this email can be seen at [appendix 15](#) of this guide.

HR officers should be careful to avoid unintentionally putting an existing location on hold during this process (as described on [page 11](#) of this guide).



## Appendices

The automated notifications from the Mobility system which are referenced in the guide are appended below.

### APPENDIX 1

#### Confirmation of 'On Hold' for Mobility Application under Civil Service Mobility

Dear [full name],

In accordance with the conditions of Civil Service Mobility, your Organisation has temporarily placed all outbound applications in your grade 'on hold' from the below location:

[insert PSB address]

This 'on hold' facility has frozen all outbound moves in your grade from this location and has been implemented for business critical reasons.

**Applications placed on hold remain active on the waitlist and will retain its position/move up the waitlist as if it were a live application.**

Any ongoing temporary suspensions will be reviewed by Civil Service HR in the Department of Public Expenditure and Reform after a **6 month period**. This will be done in consultation with the relevant Personnel Officer/HR Manager and the Staff Union.

If you have any queries regarding this process, please contact a member of your Local HR.

Regards,

**Mobility Administration**



## APPENDIX 2

### Confirmation of Removal of 'On Hold' for Mobility Application under Civil Service Mobility

Dear *[full name]*,

In accordance with the conditions of Civil Service Mobility, your Organisation has removed the temporary hold for all outbound application(s) in your current grade from the below location:

*[insert PSB address]*

You will be able to receive offers of mobility, providing you meet the eligibility criteria.

If you have any queries regarding this process, please contact a member of your Local HR.

Regards,

**Mobility Administration**





## APPENDIX 3a

### Notification to issue to applicant and CC'd to sending LHR and Receiving LHR

**IMPORTANT NOTE FOR LOCAL HR:** You should now complete the 'Suitability Report'. In order to avoid any unnecessary delays in the Mobility process, every effort should be made to complete the suitability assessment within 5 working days from the date of this notification.

Dear [full name],

This message is to inform you that you are currently under consideration for an offer of Mobility in your current grade of [insert grade] from [insert PSB] in [insert location] for [insert Zone].

#### **NEED TO KNOW**

Any move resulting from a formal offer of mobility will be permanent, and there is no provision to return to your previous role/organisation.

This position is full time, and where desired you will be required to apply for elective work arrangements e.g. work-sharing; shorter working year etc. following your Mobility move.

The current [Terms and Conditions](#) of the Scheme apply to this offer. You are advised to review the terms and conditions of the scheme to re-familiarise yourself with the process.

#### **NEED TO DO**

**Find out more about the position:** You are advised to contact the Receiving Local HR to seek information/role profile for the position on offer in order to make an informed decision.

**You wish to proceed with the offer:** Where you wish to proceed to the formal offer stage you are required to complete a 'Reasonable Accommodation' declaration form\*. This declaration form should be submitted to your Local HR within this 3 working day timeframe to avoid any delays in the process. The completed declaration form will be forwarded to the Receiving Local HR only in the event that you are deemed suitable by your Local HR. Your local HR will now commence the completion of a 'Suitability Report'.

Receiving a formal offer is subject to you being deemed suitable at this time, as determined by the relevant local HR(s). Where you are deemed unsuitable, the offer will not be advanced at this time. Your position on the Mobility waitlist(s) will not be affected by this decision.

**Satellite Locations:** If you wish to avail of a Satellite Location only, inform your local HR of same within **3 working days** of this email. It should be noted that activating this option will invalidate aspects of this mobility application. Satellite Locations must have been applied for in advance to be considered. Further information in relation to this process can be found through the link below.

*Link to Local HR Mobility contacts, Reasonable Accommodation declaration form and details on Satellite Location process can be found [here](#).*



**You wish to cancel your application:** You have the option at this point to cancel your application - cancellations can only be executed through the mobility system\*\* within a period of 3 working days. The application will be withdrawn for this organisation in the specified zone only. The completion of a 'Reasonable Accommodation' declaration form will not be required.

**You miss the 3-day deadline for cancelling:** Where you overlook cancelling your application within the 3 working day timeline you may contact the administrators of the scheme and request that the application is cancelled on your behalf. This will be treated as a decline of offer and all application(s) will be withdrawn within the specified Zone.

#### **WHAT HAPPENS IF I AM DEEMED SUITABLE?**

**Formal Offer Stage:** In the event that you are deemed suitable for a mobility move you will receive an email with a formal offer of mobility. The process around the offer will be detailed in this formal offer email.

**IMPORTANT NOTE:** A Mobility move will not take place where the 'Reasonable Accommodation' declaration form has not been submitted. This will be treated as a decline of offer and all application(s) will be withdrawn within the specified Zone (see Terms and Conditions at above link).

Yours Sincerely,

**Mobility Administration**



## APPENDIX 3b

### Notification to issue to applicant and CC'd to sending LHR and Receiving LHR

**IMPORTANT NOTE FOR LOCAL HR:** You should now complete the 'Suitability Report. In the event that you have not received the 'Reasonable Accommodation' declaration form from the applicant can you please follow up with them. You will be required to send this form to the Receiving Local HR in the event that the applicant is deemed suitable. In order to avoid any unnecessary delays in the Mobility process, every effort should be made to complete the suitability assessment within 5 working days from the date of this notification.

Dear [\[full name\]](#),

This message is to inform you that your application has now been advanced from the pre-offer stage for formal offer stage and your Local HR will now complete a 'Suitability Report'.

### NEED TO KNOW

You will be aware of the following:

- the move is permanent with no provision to return to your previous role/organisation.
- the position is full time, and where desired you will be required to apply for elective work arrangements e.g. worksharing; shorter working year etc. following your Mobility move.
- the [Terms and Conditions](#) of the Scheme apply to this offer.

### NEED TO DO

**You wish to proceed with the offer:** Where you wish to proceed with this offer and where you have not already submitted a '[Reasonable Accommodation' declaration form](#) to your Local HR you must do so now without delay. This application will be treated as a decline in the event that this declaration form is not submitted by the end of the formal offer process - receiving a formal mobility offer is subject to you being deemed suitable at this time (determined by the relevant local HR(s)) with a 5 day timeframe to accept/decline offer.

In the event that you are deemed unsuitable, the offer will not be advanced at this time. Your priority placing on the Mobility waitlist(s) will not be affected.

**You missed the 3-day pre-offer deadline for cancelling your application:** Where you overlooked cancelling your application within the 3 working day timeline you should contact the administrators\* of the scheme without delay and request that the application is cancelled on your behalf. This will be treated as a decline of offer and all application(s) will be withdrawn within the specified Zone.

Yours Sincerely,

### Mobility Administration

\*If you are a HR Shared Services customer please contact the Central Mobility Team at [mobility@peoplepoint.ie](mailto:mobility@peoplepoint.ie).

\* If you are a non-HR Shared Services customer, please contact your Local HR.



## APPENDIX 4

### Cancellation of Application for Civil Service Mobility

Dear *[full name]*,

I am writing to advise you that your Civil Service Mobility application(s) for the following organisation(s) within *[insert Zone]* have now cancelled:

*[insert list of PSBs]*

This cancellation is due to one of the following reasons:

- Self-cancellation/cancellation of application by administrators on instruction of applicant
- Application cancelled at HR request
- Change of grade
- Acceptance of offer of mobility
- Decline or non-response to offer of mobility
- Decline or non-response to annual interest request
- Exit from Civil Service employment.

If you believe that this status is incorrect, please contact the Central Mobility Team at [mobility@peoplepoint.ie](mailto:mobility@peoplepoint.ie) or your Local HR (if not a HR Shared Services customer) without delay, for the cause to be investigated and any outstanding issues resolved.

Regards,

**Mobility Administration**



## APPENDIX 5

### Offer of Mobility for *[insert Zone]* application under Civil Service Mobility

Dear *[full name]*,

I am writing to inform you that you are being offered a **permanent** position in *[insert PSB]* in *[insert Zone]* through Civil Service Mobility.

The Terms and Conditions of the Scheme apply to this offer.

**This offer is subject to your formal acceptance or decline which is required by *[insert date 5 working days later than this notification]*.**

You are strongly advised to complete this confirmation and return your declaration form early in the timeframe to avoid any delays in the process.

No response to this offer by the deadline date will lead to an **automatic decline** of the offer and the **cancellation of all other applications within the zone**. Applications to other zones will be unaffected.

To accept or decline this offer, log in to your [Self-Service](#)\*

#### **\*IMPORTANT\***

**Reasonable Accommodation declaration:-** The Mobility move is conditional on the submission of a completed Reasonable Accommodation declaration form which must be submitted through your Local HR to the Receiving Local HR in advance of the above deadline. Where this form has not been submitted within this timeframe the application will be treated as a decline of offer and the cancellation of all other applications within the zone. Applications to other zones will be unaffected.

Any move resulting from a formal offer of mobility will be permanent, and there is no provision to return to your previous role/organisation.

A final move following acceptance of this offer is subject to:

- An assessment of reasonable accommodation requirements\*\*
- Security vetting clearance (where applicable)
- Meeting Irish language requirements (where applicable).

For further information on the Mobility process, please refer to the terms and conditions for the scheme which can accessed [here](#).

Regards,

**Mobility Administration**



## APPENDIX 6

### Confirmation of Acceptance for Zone *[insert Zone]* application under Civil Service Mobility

Dear *[full name]*,

Thank you for partaking in Civil Service Mobility.

This email is to confirm that you have formally accepted your offer of Mobility for *[PSB]* in *[Zone]*.

Movement under acceptance of this offer is subject to:

- An assessment of reasonable accommodation requirements
- Security vetting clearance (where applicable)
- Meeting Irish language requirements (where applicable)

In the event that you have declared a disability that currently requires or may potentially require reasonable accommodation you will be contacted by the Local HR in *[Receiving PSB]* to discuss your requirements.

Your Local HR will be in contact with you directly regarding this offer.

In the event that contact is not made within a period of **5 working days**, or if you have any questions regarding your move, please click [here](#) to view the list of HR mobility contacts.

In normal circumstances your date of assignment should be within **4 weeks** from the date of this email, subject to the requirements outlined above.

Regards,

### Mobility Administration

*\* Workplace adaptations may be necessary (i.e. reasonable accommodation) for individuals with a declared disability in order that they can undertake the role. The assessment process will not be used as a means to impede a move under the Mobility scheme.*



## APPENDIX 7

### Confirmation of Termination for [\[insert Zone\]](#) application under Civil Service Mobility

Dear [\[full name\]](#),

Thank you for partaking in Civil Service Mobility.

Following your decline / non-response to your formal offer of Mobility, your application(s) for [\[insert Zone\]](#) have terminated. This is in line with the terms and conditions of the Mobility scheme, which can be accessed [here](#).

If you have any specific questions regarding this termination, please contact the Central Mobility Team at [mobility@peoplepoint.ie](mailto:mobility@peoplepoint.ie) or your Local HR if you are not a HR Shared Services customer.

We would like to invite you to complete a 2 minute [survey](#) which will be used by the Mobility Policy Team in the Department of Public Expenditure and Reform. This survey will provide key learnings on the Scheme and feed into future reviews. All feedback is greatly appreciated and will be treated in the strictest confidence.

Regards,

**Mobility Administration**





## APPENDIX 8

### Vacancy for [Zone X] under Civil Service Mobility - Suitability Assessment Outcome

To whom it may concern,

This message is to inform you that [*applicant name*] has been assessed and considered suitable for Mobility by [*Sending LHR name*].

In order to proceed with the offer of Mobility, you are required to update the application status from 'In Progress' to 'Pending' on the HRMS Mobility system. This action will trigger an offer of Mobility to issue to the applicant.

**\*IMPORTANT\***

**Reasonable Accommodation declaration:-** A Mobility move is conditional on the receipt and assessment of a completed Reasonable Accommodation declaration form submitted by the Sending Local HR. Where this form has not been submitted please contact the Sending Local HR to expedite the process.

For further information, please refer to the *Mobility Guide for HR* which can accessed [here](#).

Regards,

**Mobility Administration**



## APPENDIX 9

### Vacancy for [Zone X] under Civil Service Mobility - Suitability Assessment Outcome

To whom it may concern,

This message is to inform you that [*applicant name*] has been assessed and considered suitable for Mobility by [*Sending LHR name*] and is flagged as having absences in excess of the guiding 'threshold' levels.

HR managers should be guided by the 'Assessment of Attendance Records for the Purposes of the Mobility Scheme' at Appendix 1 of the 'Suitability Report' and advices on discounting should be applied where an assessment of attendance is carried out.

Your office can access the applicant's sick leave record [here](#) [*hyperlink to HRMS*].

- If your office determines the applicant unsuitable for mobility at this time, you are required to mark the applicant as 'Unsuitable Pending Review' and enter a date for a review on the HRMS Mobility system.
- If your office determines the applicant suitable for mobility at this time, you are required to mark the applicant as 'Suitable' and update the status from 'In Progress' to 'Pending' on the HRMS Mobility system. This action will trigger an offer of Mobility to issue to the applicant.

The applicant will remain active on your system until one of the two above options is transacted.

#### **\*IMPORTANT\***

**Reasonable Accommodation declaration:-** A Mobility move is conditional on the receipt and assessment of a completed Reasonable Accommodation declaration form submitted by the Sending Local HR. Where this form has not been submitted please contact the Sending Local HR to expedite the process.

For further information, please refer to the *Mobility Guide for HR* and the *Suitability Report* which can accessed [here](#).

Regards,

**Mobility Administration**



## APPENDIX 10

### Vacancy under Civil Service Mobility

To whom it may concern,

The Mobility application of [*applicant name*] has now been placed back on the waitlist\* for [*PSB*] in [*Zone X*].

If applicable, you can now proceed to the next eligible applicant to fill this vacancy, in accordance with the terms & conditions of Civil Service Mobility.

For further information with regard to this process, please refer to user guide for local HR which can accessed [here](#).

Regards,

**Mobility Administration**

\*Reasons for being placed back on waitlist may include:- Legacy Town option, Irish Language assessment, Reasonable Accommodation assessment, Garda Vetting / Clearance.



## APPENDIX 11

### Suitability Assessment Outcome - Civil Service Mobility

Dear *[full name of applicant]*,

You have been assessed and considered unsuitable for Mobility at this time by the Human Resources section in *[deciding organisation]*. To request a report of the decision, you should contact the HR section that made the decision in your case. A list of contact email addresses can be accessed [here](#).

- If the determination was made by the receiving organisation, it means that you are currently ineligible for Mobility to that organisation only.
- If the determination was made by your current organisation, it means that you are currently ineligible for Mobility to all organisations.

The determination is due for review by *[review date]*. If your status is not reviewed by that date, the determination will expire and you will be considered suitable again.

#### Appeals/Other Outcomes

- If the determination in your case was based on an assessment of your attendance record, you are entitled to appeal the decision with the HR section in *[deciding organisation]*.
- If the determination was due to an internal transfer under your organisation's internal mobility policy, you may wish to contact your local HR office to enquire what options may be available to you.
- Any other criteria which are considered as part of the suitability assessment process have their own governance procedures in place and as such, there is no right of appeal for these in the context of the Mobility process.
- If the determination in your case was based on that you are subject to an ongoing formal investigation, the vacancy which you are under consideration for can be held open for **60 working days** from the date of this notification or until the investigation is concluded (if earlier). This timeframe is to allow for business continuity.

**If you wish to appeal the decision, you are required to lodge an appeal with your local HR office by *[date 5 working days later]*.**

Any appeal received will be handled by the Human Resources section in *[deciding organisation]*.

If you lodge an appeal, the vacancy which you were under consideration for can be held open until ***[date 60 working days from this notification]***. If no appeal is lodged, the vacancy will not be held open.

Please note that eligibility does not affect the order of your placing on the relevant waitlists. No negative inferences will be drawn in respect of your suitability for mobility until such time as a final determination has been reached on your case.

For further information with regard to this matter, please refer to the terms and conditions for the Mobility scheme [here](#).

Regards,

Mobility Administration



## APPENDIX 12

### Suitability Assessment Update - Civil Service Mobility

To whom it may concern,

This message is to inform you that **5 working days** have passed since [\[applicant name\]](#) was notified of the outcome of the suitability assessment in respect of their Mobility application.

This marks the deadline for the applicant to make an appeal, if they were determined unsuitable on the basis of their attendance record.

Attendance is the **only** grounds on which an applicant can appeal the outcome of their suitability assessment.

If your office deemed the applicant to be unsuitable for Mobility on the basis of their attendance record (*see Section 4 of Suitability Report*), you should check to see if the applicant has lodged an appeal.

- If an appeal has been lodged, your office should proceed with the appeal without delay.
- If no appeal was lodged within the specified timeframe for doing so, the applicant's local HR should now update their status from 'In Progress' to 'On Waitlist'.

The local HR which made the determination of unsuitable can reassess the applicant's suitability status at the time of the review date they enter on the Suitability Status page.

#### **Sending Local HR only:**

1. If the applicant was determined unsuitable for Mobility on the basis of Underperformance or Disciplinary reasons (*see Section 1 & 2 of Suitability Report*), please log on to the HRMS Mobility system and update the applicant's status from 'In Progress' to 'On Waitlist'.

You can reassess the applicant's suitability status at the time of the review date which was entered by your office on the Suitability Status page.

2. If your office deemed the applicant to be unsuitable for Mobility as they are subject to a formal investigation (*see Section 3 of Suitability Report*), you will need to update the applicant's suitability status when a final determination has been reached in the investigation.

Where an applicant is considered unsuitable under Section 3; or under Section 4 where an appeal is lodged within 5 days, the vacant position should be held open for **60 working days** from the date that the suitability assessment notification issued.

No negative inferences will be drawn in respect of the applicant's suitability for mobility until such time as a determination has been reached on their case.

For further information with regard to this process, please refer to the user guide for local HR units which can be accessed [here](#).

Yours Sincerely,

**Mobility Administration**



## APPENDIX 13

### **Suitability Assessment Review Deadline - Civil Service Mobility**

To whom it may concern,

This message is to inform you that the deadline to review the suitability status of [*applicant name*] is [*review date*].

If required, this officer's record can now be reviewed again, with a view to updating their suitability status.

If no update is made to this record by the Review Date, the determination of unsuitable will expire.

For further information with regard to this process, please refer to the user guide for local HR which can accessed [here](#).

Yours Sincerely,

**Mobility Administration**



## APPENDIX 14

### Suitability Assessment Update - Civil Service Mobility

To whom it may concern,

This message is to inform you that **60 working days** have passed since [applicant name] was notified of the outcome of the suitability assessment in respect of their Mobility application.

This marks the maximum timeframe required for holding a position open for this applicant.

As the specified period has now expired, the applicant's Local HR should now update their status from 'In Progress' to 'On Waitlist'.

For further information with regard to this process, please refer to user guide for local HR units which can accessed [here](#).

Yours Sincerely,

**Mobility Administration**





## APPENDIX 15

### Update to Zone [X] - Civil Service Mobility

Dear [full name],

We are emailing to advise that a new organisation, [PSB], has entered [Zone XX].

If you would like to apply to this organisation, please log in to your [Self-Service](#)\* to make this application.

Applications to this organisation are queued in the first instance, by date of application, and in the second instance, by length of reckonable service in the grade.

Yours Sincerely,

**Mobility Administration**

\*If you do not have access to the Self-Service, and are a HR Shared Services customer – if you are a remote worker or absent on leave – please contact the Central Mobility Team at [mobility@peoplepoint.ie](mailto:mobility@peoplepoint.ie).

\* If you are a non-HR Shared Services customer, please contact your Local HR.

