

MANUAL PROCESS FOR NON-HRMS ORGANISATIONS

- Non-HRMS staff members to complete [CS mobility application form](#) and submit it to local HR office.
- Non-HRMS local HR to complete template (Appendix 1) for each of the organisations specified in the application.
- Non-HRMS local HR to email completed template to Mobility Teams in specified organisations.
- Non-HRMS local HR must date stamp and store application form after relevant details have been extracted.

WAITLIST POSITIONS REQUESTS

Non-HRMS applicants to submit requests for waitlist positions to their own local HR for onward transmission to Mobility Teams in specified organisations.

Mobility Teams to provide non-HRMS local HR with waitlist position data for distribution to their staff members.

MAKING AN OFFER

When Organisational Mobility Teams are looking to fill a vacancy through mobility they will follow the process outlined at **MANUAL PROCESS FOR INCLUDING NON-HRMS APPLICANTS** below.

Organisational Mobility Team to email Non-HRMS local HR to indicate that an offer may be made to a staff member of their organisation subject to a Suitability Assessment.

Non-HRMS local HR to contact the staff member and complete Suitability Report in respect of applicant.

This process will replicate the T&Cs of the scheme. The same timeframes apply to this process. **E-mail templates can be found under the Appendices of [Local HR Office Mobility Guide](#).**

ON-HOLD FACILITY

Under the scheme organisations have the facility to temporarily place an office outbound list 'on-hold' where moves will have a negative impact on the business of that particular office. The on-hold facility can be implemented for all eligible grades or on a grade specific basis, i.e. CO or EO.

Non-HRMS local HR will issue an email to all applicants on the specified outbound list indicating that the temporary suspension is in place.

Any ongoing temporary suspensions will be revAPPiewed by Civil Service HR in the DPER after a 6 month period in consultation with the relevant Personnel Officer/HR Manager and the Staff Side.

DATA

Non-HRMS application data to be stored in a secure/data protection compliant manner. Please refer to your DPO for information.

MANUAL PROCESS FOR INCLUDING NON-HRMS APPLICANTS

The Mobility team will receive a spreadsheet template from the Non-HRMS organisation with details of applicants to the organisation (if any).

When organisations are filling a vacancy through the scheme they must first look at the manual list of non-HRMS applicants to determine if any applicants are ahead of the first eligible applicant on the automated inbound list. The comparators are (a) date of application and then (b) number of reckonable service days.

Example 1 – IPS applicant receives a waitlist position of 81 based on date of application.

Name	Description	Job Code	Request Date	Waitlist Position	Duration (Days)
John – D/Fin	Zone 22	CO	18/10/2018	80	1128
Sarah - IPS	Zone 22	PCO	22/10/2018	81	982
Maria - DPER	Zone 22	CO	22/10/2018	82	78

Example 2 – OCO applicant receives a waitlist position of 19 based on date of application and then number of reckonable service days.

Name	Zone	Job Code	Request Date	Waitlist Position	Duration (Days)
Chloe - DEASP	Zone 10	CO	13/11/2017	18	3776
Sean - OCO	Zone 10	PCO	13/11/2017	19	2034
Agnes - DFA	Zone 10	CO	13/11/2017	20	1386

In the event that the next eligible applicant is a non-HRMS staff member, the Receiving Local HR must make contact with the Sending Local HR Mobility Team in order for them to email the applicant to indicate that an offer may be made subject to Suitability assessment.

Non-HRMS local HR to complete Suitability Report in respect of applicant.

This process will manually replicate the automated system with the relevant T&Cs applying. Email templates are included under the appendices to the [HR Office Mobility Guide](#) and can be adjusted for use.

