

Appendix 1: Aspirational Interview

Date and Time of Interview:

Venue:

Dear

I would be very grateful if you could attend an aspirational interview on the above date. A trade union representative or work colleague may be present at the interview, if you wish (to be arranged by yourself).

Purpose of aspirational interview

An aspirational interview is offered to all employees who are potentially without employment through no fault of their own, for example as a result of restructuring, organisational change, ill health, disability or due to a lack of capability to perform their current role. In circumstances such as these, the Trust is committed to working in partnership with staff and their representatives to find suitable alternative employment. Prior to your aspirational interview, you will be asked to provide personal details including qualifications and present employment details.

Line Manager Responsibility

It is the Line Manager's responsibility to explain the reason for the aspirational interview and to offer support and guidance. During the aspirational interview, together with the employee, a series of questions will be asked that will provide information required for the redeployment register and finding suitable alternative employment.

Human Resources Responsibility

HR will provide advice, guidance and support to both the Line Manager and the employee. Staff that are considered to be at risk of redeployment will have their names registered on a redeployment database which will be accessed only by the HR Department. This information will be used for the purpose of finding suitable alternative employment for candidates, and will consist of the information you give in your interview.

When HR identifies a suitable post, employees will be contacted to arrange a meeting with the prospective Appointing Manager with a view to starting a work trial.

Employee responsibility

Responsibility is held with yourself to provide accurate information at the aspirational interview in order to help find alternative suitable employment. The employee is required to make enquiries following up any advertised vacancies, prepare applications for vacant posts, respond timely once suitable vacancies are identified by the HR team, prepare for interviews and other selection processes and actively seeking opportunities for retraining and/or redeployment.

If you have any questions or concerns prior to your interview, please contact your Line Manager or Human Resource Manager (input name and extension number)

Line Manager

Date

Blackpool Teaching Hospitals NHS Foundation Trust		ID No. CORP/GUID/433
Revision No: 1	Next Review Date: 01/05/2017	Title: Redeployment Guidelines for Health and Organisational Change reasons
<i>Do you have the up to date version? See the Intranet for the latest version</i>		