

Option 2

Line manager creates a secondment opportunity in their department - invites applicants from across Imperial



Manager speaks with People Partner to gain their support and discuss practical issues as necessary.

Consideration must also be given to more significant contract changes that may be required as a result of the secondee moving into a higher grade for the duration of the secondment, if appropriate.

The recruitment team advises on the process to follow, potential issues with successful secondees returning to their substantive jobs upon completion of the secondment, and other contractual matters.

An open selection process takes place, using a fair and objective recruitment process, as in a standard recruitment exercise.

Unsuccessful applicants are informed.

Successful candidate begins secondment once the contract is issued

Manager contacts the Recruitment team to set up a fixed-term contract of employment for the successful secondee, to cover the period of secondment.

Open recruitment process must take place (advertised within Imperial)

Advertisement is posted on the internal jobs site, and on the Viva Engage site (when available).

The successful candidate is informed in writing.

Planning for secondment is finalised, including setting objectives, planning regular check-ins throughout the secondment, and planning a debrief and evaluation of impact at the end of the secondment.

Regular check-ins implemented.

