Local HR Office Mobility Guide
Contents

An Overview of Civil Service Mobility ........................................................................................................3
GLOSSARY OF TERMS ..................................................................................................................................5
HOW TO: View outbound mobility applicants .........................................................................................6
HOW TO: View inbound mobility applicants .............................................................................................8
HOW TO: Activate and remove a location hold .........................................................................................11
HOW TO: Progress an applicant through mobility (receiving) ..............................................................14
  STEP 1. Generate inbound list ..................................................................................................................14
  STEP 2. Proceed an applicant ..................................................................................................................14
  STEP 3. Suitability process ......................................................................................................................16
  STEP 4. Make an offer of mobility ........................................................................................................18
  STEP 5. Applicant response ...................................................................................................................20
HOW TO: Progress an applicant through mobility (sending) .................................................................21
  STEP 1. Navigate to the page ..................................................................................................................21
  STEP 2. Generate the Suitability Page ..................................................................................................21
  STEP 3. Determining Suitability ...........................................................................................................23
  STEP 4. Closing the application ............................................................................................................24
HOW TO: Place application back “On Waitlist” from “In Progress” (Sending HR) ............................28
HOW TO: Mark a staff member’s active mobility applications as Unsuitable for Mobility ....................30
HOW TO: Mark an applicant as Unsuitable while “In Progress” (sending) ..........................................34
HOW TO: Mark an applicant as Unsuitable while “In Progress” (receiving) ........................................42
HOW TO: Review a determination of Unsuitable ...................................................................................50
HOW TO: Manage the Satellite Town Opt-in ..........................................................................................51
HOW TO: Add a new office to a Zone ....................................................................................................52
Appendices .................................................................................................................................................55
An Overview of Civil Service Mobility

Civil Service Mobility is an electronic system to allow for the administration of transfers within the civil service, and 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.

Phase 1 of Civil Service Mobility allows for the general Civil Service grades of Clerical Officer (CO) and Executive Officer (EO) 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, will be 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 technical system 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 Phase 1 of the Civil Service Mobility scheme for our customers; this is on behalf of the Department of Public Expenditure & Reform, who own 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.

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. COs and EOs can apply for mobility regardless of eligibility – applicants will be deemed ineligible at the time but will retain their position and be marked eligible once they meet all the automated criteria.

HRMS:
The system where Civil Service Mobility is based. 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. A legacy date could be applied before 08/02/2018 and verified before offers of Mobility commence. The verification period is now concluded.

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.
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.
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:

- **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. Only “CO” and “EO” 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.

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.

STEP 2. Complete the filters

Select ‘Inbound’ from the dropdown menu.
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. Only ‘CO’ and ‘EO’ 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”.
- **SO Flag** – This box can be checked if the position to be filled is a former SO position. This option is only available when selecting EO applicants.

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.
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 14 of this guide.
HOW TO: Activate and remove a location 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.
STEP 2. Activate a location hold

Navigate to the location you would like to place on hold and untick the box in the “Outbound CO” or “Outbound EO” column, depending on the grade you would like placed on hold. If you would like to place both grades on hold untick the box in both the Outbound CO and EO column.
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 or EO column and click “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.

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.
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.
Once this is done, the sending HR will receive an automated email to notify them, and the applicant will be cc’d. The text of this email can be seen at appendix 3 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.
Select “View” beside the applicant in question.

Inbound Suitability

Select “View” beside the applicant in question.

Inbound Suitability

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 employee's suitability determination for a mobility request.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Name</th>
<th>Eligibility Status</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>805</td>
<td>Troy McClure</td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>805</td>
<td>Gil Gunderson</td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>805</td>
<td>Julius Hibbert</td>
<td></td>
<td>View</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suitability Determinations</th>
<th>1 Year</th>
<th>2 Years</th>
<th>4 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Days:</td>
<td>0.00</td>
<td>20.00</td>
<td>94.00</td>
</tr>
<tr>
<td>uncertified Days:</td>
<td>0.00</td>
<td>0.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Total Days Absent:</td>
<td>0.00</td>
<td>20.00</td>
<td>101.00</td>
</tr>
<tr>
<td>Discounted Days Absent:</td>
<td>0.00</td>
<td>0.00</td>
<td>2.00</td>
</tr>
<tr>
<td>Net Days Absent:</td>
<td>0.00</td>
<td>20.00</td>
<td>101.00</td>
</tr>
<tr>
<td>Unauthorized Absence:</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Outside Period:</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Instances:</td>
<td>0</td>
<td>1</td>
<td>15</td>
</tr>
<tr>
<td>Discounted Instance:</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Net Instances:</td>
<td>0</td>
<td>1</td>
<td>15</td>
</tr>
</tbody>
</table>
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 employee’s suitability determination for a mobility request.

**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**

<table>
<thead>
<tr>
<th>Inbound Requests</th>
<th>Outbound Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Progress</td>
<td>2</td>
</tr>
<tr>
<td>Pending Requests</td>
<td>2</td>
</tr>
<tr>
<td>Denied Requests</td>
<td>0</td>
</tr>
<tr>
<td>Accepted Requests</td>
<td>0</td>
</tr>
<tr>
<td>Expired Requests</td>
<td>0</td>
</tr>
<tr>
<td>Inbound Suitability</td>
<td>10</td>
</tr>
</tbody>
</table>

Select “View” beside the applicant in question.

**In Progress**

<table>
<thead>
<tr>
<th>Mobility Requests</th>
<th>Name</th>
<th>Eligibility Status</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>605</td>
<td>Troy McClure</td>
<td>Eligible</td>
<td>View</td>
</tr>
<tr>
<td>605</td>
<td>Polly Bouvier</td>
<td>Eligible</td>
<td>View</td>
</tr>
<tr>
<td>605</td>
<td>Kent Broxman</td>
<td>Eligible</td>
<td>View</td>
</tr>
<tr>
<td>605</td>
<td>Carl Carlson</td>
<td>Eligible</td>
<td>View</td>
</tr>
<tr>
<td>605</td>
<td>Gary Chalmers</td>
<td>Eligible</td>
<td>View</td>
</tr>
<tr>
<td>605</td>
<td>Maude Flanders</td>
<td>Ineligible</td>
<td>View</td>
</tr>
<tr>
<td>605</td>
<td>John Frink</td>
<td>Ineligible</td>
<td>View</td>
</tr>
</tbody>
</table>

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

![Dropdown menu screenshot]
A text box will appear asking for confirmation.

**Message**

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

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

![Yes] [No]

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)

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.

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

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 employee’s suitability determination for a mobility request.

The applicant’s Absence record can be viewed by placing the mouse cursor over “Review Absence Details”.
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.
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 interested 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.¹

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.

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¹ 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.
Click on the number corresponding to “Accepted Requests” under Outbound Requests, and select the relevant application.

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

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

Notes and Attachments

There are no Notes for this Case
Add Note or Attachment

Case History

<table>
<thead>
<tr>
<th>Policy Name</th>
<th>Details</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case created email - generic</td>
<td>Automatic email sent to confirm creation of Case 1218482</td>
<td>11/16/2018 2:13PM</td>
</tr>
<tr>
<td>Case Status Changed</td>
<td>Case Status Changed From (no prior value) to New Case</td>
<td>11/16/2018 2:13PM</td>
</tr>
<tr>
<td>LHR indicator Change</td>
<td>Local HR indicator changed from (no prior value) to Local HR Cases</td>
<td>11/16/2018 2:13PM</td>
</tr>
</tbody>
</table>

Contact Me Regarding this Case

Return to Case Search
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 for 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.\(^2\) A list of participating organisations who are not HRSS customers can be seen on page 4 of this guide.

\(^2\) 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.
Select “View” beside the applicant in question.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Name</th>
<th>Eligibility Status</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>805</td>
<td>Troy McClure</td>
<td>Eligible</td>
<td>View</td>
</tr>
<tr>
<td>805</td>
<td>Patty Boulter</td>
<td>Eligible</td>
<td>View</td>
</tr>
<tr>
<td>805</td>
<td>Kent Brockman</td>
<td>Eligible</td>
<td>View</td>
</tr>
<tr>
<td>805</td>
<td>Carl Carlson</td>
<td>Eligible</td>
<td>View</td>
</tr>
<tr>
<td>805</td>
<td>Gary Chalmers</td>
<td>Eligible</td>
<td>View</td>
</tr>
<tr>
<td>805</td>
<td>Maude Flanders</td>
<td>Ineligible</td>
<td>View</td>
</tr>
<tr>
<td>805</td>
<td>John Frink</td>
<td>Ineligible</td>
<td>View</td>
</tr>
</tbody>
</table>

**STEP 2. Place applicant back on waitlist**

In the dropdown menu move the applicant from “In Progress” to “On Waitlist” and then click “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 by searching by their name.
If the applicant isn’t appearing when searching by name, try changing the “begins with” search term to “contains”.

This will generate the applicant’s suitability page.

**Mobility Suitability**

**Troy McClure**

Use this page to record the employee’s suitability determination for a mobility request.

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

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.
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.

STEP 2. Generate the suitability page

Search for the applicant in question by using their PPSN or by searching by their name.
If the applicant isn’t appearing when searching by name, try changing the “begins with” search term to “contains”.

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 employee’s suitability determination for a mobility request.
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 employee’s suitability determination for a mobility request.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>DEFENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determination</td>
<td>Out</td>
</tr>
<tr>
<td>Suitability Status</td>
<td>No Determination Made</td>
</tr>
<tr>
<td>Review Date</td>
<td>No Determination Made</td>
</tr>
</tbody>
</table>

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.

![Suitability Determinations](image)

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 applicant’s Absence record can be viewed by placing the mouse cursor over “Review Absence Details”.

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

![Mobility Suitability](image)
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.

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

| begins with | Troy |
| begins with | McClure |
| contains    | Troy |
| 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 employee’s suitability determination for a mobility request.

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.

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.

Select “View” beside the applicant in question.
Inbound Suitability

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”

**STEP 3. Make a determination of unsuitable**

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

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**

<table>
<thead>
<tr>
<th>Inbound Requests</th>
<th>Outbound Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Progress</td>
<td>In Progress</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Pending Requests</td>
<td>Pending Requests</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Denied Requests</td>
<td>Denied Requests</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Accepted Requests</td>
<td>Accepted Requests</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Expired Requests</td>
<td>Expired Requests</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Inbound Suitability</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

Select “View” beside the applicant in question.

**Inbound Suitability**

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Name</th>
<th>Eligibility Status</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>805</td>
<td>Troy McClure</td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>805</td>
<td>Gil Gunderson</td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>805</td>
<td>Julius Hibbert</td>
<td></td>
<td>View</td>
</tr>
</tbody>
</table>

This will generate the suitability page for the applicant.

Change the suitability determination from “Unsuitable” to “Suitable”.
Return to ‘Mobility Activity’ and click on the number corresponding to “In Progress” under Inbound Requests.

Select “View” beside the applicant in question.
In the dropdown menu move the applicant from “In Progress” to “Pending” and then click “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 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: 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

The Mobility system was so that an applicant who only wishes to apply for a Satellite Town must also select the main zone options for the organisation concerned.

However, applicants who only want a move to a satellite location will not be removed from an organisation’s waitlist in that zone if they decline an offer for another branch of that organisation in the main zone.

In the case that when an offer is made 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.

The officer’s mobility applications to the zone will then be cancelled, with the exception of organisations with the Satellite Town (or Towns) applied for.

The Local 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, 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 HR will be notified. 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 selfservice, log-in to your profile, and navigate to the Admin tab.

Then selecting the “Mobility” link within Workforce Administration.

![Select the “Mobility Locations” link.](image)

This will generate a list of each Location in your department.
### 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.
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.
Confirmation of ‘On Hold’ for Mobility Application under Civil Service Mobility

Dear [full name],

In accordance with the conditions of Civil Service Mobility, this is to confirm that your parent Organisation has temporarily placed all outbound applications ‘on hold’ from the below location:

[insert PSB address]

This ‘on hold’ facility has frozen all outbound transfers from this location and has been implemented for business critical reasons.

Please note that the ‘on hold’ facility does not affect your waitlist priority.

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 Side.

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, this is to confirm that your parent Organisation has removed the temporary hold for all outbound application(s) from the below location:

[insert PSB address]

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

Regards,

Mobility Administration
To whom it may concern,

This message is to inform you that [applicant name] is under consideration for an offer of Mobility from [receiving organisation].

Your office should now complete the following actions in respect of the above named applicant:

- **Step 1** - Complete the Suitability Report
- **Step 2** - Update the applicant’s status on the HRMS Mobility system.

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.

For further information on this process, please refer to user guide for local HR units, guidance note on attendance review, and Suitability Report template; all of which can accessed [here](#).

**IMPORTANT NOTE FOR APPLICANT:** If you wish to cancel your application to the receiving organisation at pre-offer stage, this should be performed within 3 working days. You should also inform your Local HR of this cancellation without delay. A cancellation of your application at this stage will result in the cancellation of the individual application only. You can reapply for the organisation/Zone, however the priority of your application will be based on the new date of application. In the event that you do not cancel the application and the assessment is complete, and an offer is made and declined, applications for all organisations in this zone will be automatically cancelled.

Yours Sincerely,

Mobility Administration
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 terminated:

[insert list of PSBs]

This termination is due to:

[Depending on scenario:
  • Self-cancellation of application
  • Change of grade
  • Acceptance of offer of mobility
  • Decline or non-response to offer of mobility
  • Decline or non-response to annual interest request
  • Termination of employment]

If you believe that this status is incorrect, please contact the Central Mobility Team at mobility@peoplepoint.ie or your Local HR (if not a HR Shared Services customer) without delay, with a view to resolving any outstanding issues.

Regards,

Mobility Administration
APPENDIX 5

ACTION REQUIRED – Offer of Mobility for [insert Zone] under Civil Service Mobility

Dear [full name],

I am writing to inform you that you are being offered a 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 [5 working days later]. This process MUST be completed before the deadline.

To accept or decline this offer, log in to your Self-Service.*

You are strongly advised to complete this confirmation early in the timeframe to avoid any delays in the process.

You should note that any declined offer or offer left unanswered after this deadline will be regarded as a termination of your application(s) for this Zone (this includes all organisations within this Zone).

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

Regards,

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.

* If you are a non-HR Shared Services customer, please contact your Local HR.
APPENDIX 6

Confirmation of Acceptance for [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. 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 the organisation.

Your date of assignment should, in normal circumstances, be within 4 weeks from the date of this email.

Regards,

Mobility Administration
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 been 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 or your Local HR if you are not a HR Shared Services customer.

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.

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.

- 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.

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].

As such, you can now proceed with filling 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
APPENDIX 11

Suitability Assessment Outcome - Civil Service Mobility

Dear [full name of applicant],

This message is to inform you that 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.

The above mentioned determination of unsuitable for Mobility at this time means that you are currently ineligible for Mobility. 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. Please note that an offer of mobility will only be made following a successful completion of a further assessment in the future.

Appeal

- If the determination in your case was based on an assessment of your attendance record, you are entitled to appeal the decision with the Human Resources section in [deciding organisation].

- The 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 the fact 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 whichever is the 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.

Please note that this is the specified maximum timeframe for making an appeal with regard to a determination of unsuitable on the basis of the applicant’s attendance record. This is the only grounds on which an applicant can appeal the outcome of their suitability assessment.

Sending Local HR only:

A. If your office deemed the applicant to be unsuitable for Mobility on the basis of Underperformance or Disciplinary reasons (see Section 1 & 2 of Suitability Report), you should now log on to the HRMS Mobility system and update the applicant’s status from ‘In Progress’ to ‘On Waitlist’.

Please note that your office will be required to reassess the applicant’s suitability status at the time of the review date which was entered by your office on the Suitability Status page.

B. 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), please note that you will need to update the applicant’s suitability status when a final determination has been reached in the investigation.

Sending and Receiving Local HR:

C. 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’.

Please note that the local HR which made the determination of unsuitable in this case will be required to reassess the applicant’s suitability status at the time of the review date which was entered on the Suitability Status page.

Please note that where an applicant is considered unsuitable under Section 3; or Section 4 of the (and where an appeal is lodged within 5 days) of the Suitability Report, the vacant position should be held open for 60 working days from the date that the alert issued to the applicant notifying them of the outcome of the suitability assessment.

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 user guide for local HR units which can 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].

This officer’s record should now be reviewed again, with a view to updating their suitability status if necessary.

Where no update is made to this record by the Review Date, the determination of unsuitable in respect of this officer will expire.

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

Yours Sincerely,

Mobility Administration
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 is the specified maximum timeframe for holding a position open for Mobility to allow for business continuity.

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

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 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 X].

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.

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