



Redeployment portal guide

Introduction

The Redeployment Portal is a website created especially for redeployees, allowing you to search and apply for vacancies online. Should you have any queries, further information is available from the Redeployment Service via redeployment@leeds.ac.uk or ext. 32297.

How to access the portal

Once the Redeployment Service has received your skills profile from your HR Manager you will be sent an e-mail containing a user name and password which will allow you access to the Redeployment Portal. To log into the Portal, simply go to https://ig29.i-grasp.com/fe/tpl_universityofleeds02.asp and enter your Portal username and password.

Site navigation

Once you have logged in, you will view the 'Summary Page' (as pictured on the right). This is the Portal homepage where you will find various links to the rest of the Portal – clicking on the red links will allow you to navigate to these areas of the site.

Personal details

If you click on the 'Personal Details' link, you will be able to update some of your personal details such as your name, contact phone number, position and the Faculty/ Department where you are currently based. There is also a link to change your password (as per the 'Changing your Password' section, below).

The screenshot shows the 'Redeployment Portal' interface. At the top, there is a teal header with the text 'Redeployment Portal'. Below this is a navigation bar with 'HOME' and 'RECRUITMENT' links. A breadcrumb trail reads 'You are here: Human Resources > Recruitment > Job Vacancies >'. On the left, under 'In this section', there are red links for 'New Job Search', 'My Account', and 'Job Alerts'. The main content area is titled 'Personal Information' and shows 'User: RedeploymentTest RedeploymentTest' with a 'Sign out' link. Below this, it states 'You have no current applications.' and provides a red link for 'Search Vacancies Now'. At the bottom, there is a 'Your application' section with red links for 'Section', 'Personal Details', and 'Document Upload'.

Searching for vacancies

To search for current vacancies you need to click on the 'New Job Search' or 'Search Vacancies Now' link. You can filter your job search by Grade, Category, Title, Contract Type, Full/ Part Time. You can also search by keyword or by redeployment job reference number. You should search the Portal for vacancies at your current grade, as it is not possible to be redeployed to a higher graded post. If you see a role that is of a lower grade that you think is suitable for you, you can apply but will not automatically be eligible for pay protection at your

current grade. Should you be considering applying for a lower graded post it is advisable to have a discussion with your local HR Manager or with Redeployment directly.

Vacancies are advertised on the Portal for 14 days. It is therefore essential that you check the Portal regularly as vacancies will be added and removed daily.

Applying for posts

From this page, you should click on the 'Personal Details' link and check that your personal details are up-to-date, before ticking the box 'mark the section as complete'. You will then need to select the 'Document Upload' link and upload your skills profile and completed supporting statement. You may also wish to upload a CV, if appropriate. Once all your documents are uploaded, you need to tick the box 'mark the section as complete'. The submission link will then appear and you can then submit your application by clicking on the 'click here to submit your application form' link in bold red text. Please ensure that any applications are submitted by the vacancy closing date.

If you would like more information about a vacancy then you may wish to directly contact the person whose details are listed as an informal contact on the job description.

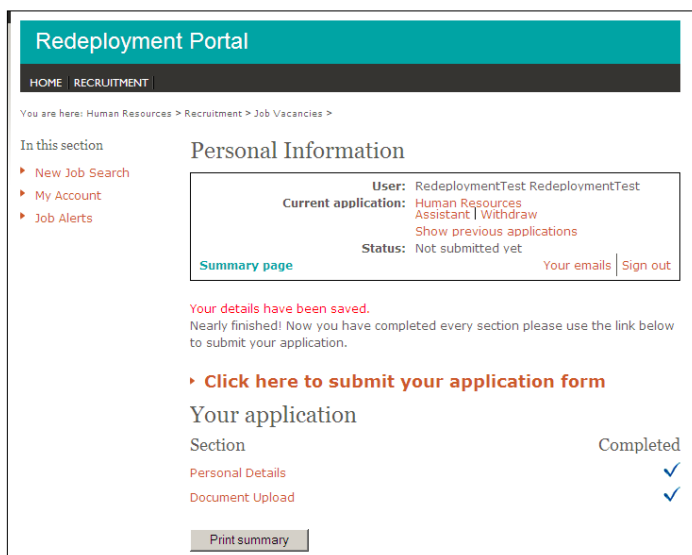
Job alerts

By setting up a job alert you will be notified by email each time a vacancy matching your preferences (by grade, category, contract type, full/ part time, or by keyword) is added to the Redeployment Portal. To set up your job alert you need to return to the 'Summary Page' and click on the 'Job Alerts' link on the top left-hand menu. You then need to select your preferences from the drop-down menus and click 'Add Search Criteria'. Your job alerts will now be set and will appear on the 'Summary Page'.

To receive job alerts for multiple grades you will need to set up a job alert for each individual grade you require. Alert options such as 6/7 and 7/8/9 etc, do not send out all posts at each of these grades as these options are for jobs with a grade crossover classification. To help maximise successful redeployment redeployment it is advised not to rely solely on job alerts and check the portal regularly. To stop receiving job alerts you need to click on the 'Unsubscribe' link.

Changing your password

On the 'Summary Page' click on the 'Personal Details' link – from here you will then be able to click on the 'Modify Login Details' link. Once you are on the Modify Login details page, you need to complete the 'Current Password', 'New Password', and 'Confirm New Password' fields and save your details - **NB, please do not amend the username field as this will generate an error on your portal account.** If you require any help with this, please contact the Redeployment service.



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