


Outward Secondment

Staff responding to advertisement for secondment to external organisation


Responding to advertised opportunity, the Partner Opportunity is received by QUB Interchange Manager who posts on internal interchange webpage and to Staff Round Up.



Interested Staff member discusses with Line Manager as part of [ongoing development conversations](#) and completes [application form](#).



Line Manager reviews application form in the context of secondment guidelines and agrees if opportunity is appropriate and feasible.



Form is passed to QUB Interchange Manager for signature




If application is successful, Line Manager informs HRBP, FBP and HR Hub of agreed arrangements.

Inward Secondment


Hiring Managers requesting to fill skills gap from a partner organisation

Hiring manager may use Interchange scheme to arrange and inward secondment.

(Note that hiring managers should advertise an opportunity on Interchange only after the redeployment register has been checked and in situations where there has been difficulty recruiting particular skills for a fixed term role, where skills are specialist and not easily available in the current workforce).



Hiring Manager completes relevant [Hosting Proforma](#) application form.



[Hosting Proforma](#) must be endorsed (signed) by QUB Interchange Manager.