**Annex B: Redeployment Process Evaluation Form**

We would be grateful if you could complete this short questionnaire. The information collected is used to monitor and develop the redeployment process

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | StronglyAgree | Agree | Notreally | Disagree | StronglyDisagree | Notapplicable | Comments |
| **The Process** |
| I was given sufficient notice of the changes to my job  | 1 | 2 | 3 | 4 | 5 | 6 |  |
| The redeployment process was explained clearly to me | 1 | 2 | 3 | 4 | 5 | 6 |
| I was given adequate time to deal with the issues relating to redeployment | 1 | 2 | 3 | 4 | 5 | 6 |
| I understood the options that were available to me | 1 | 2 | 3 | 4 | 5 | 6 |
| I found the one to one interview about my preferences helpful  | 1 | 2 | 3 | 4 | 5 | 6 |
| I was asked to identify preferred options  | 1 | 2 | 3 | 4 | 5 | 6 |
| All appropriate posts were brought to my attention | 1 | 2 | 3 | 4 | 5 | 6 |
| I understood how to apply for a post during redeployment | 1 | 2 | 3 | 4 | 5 | 6 |
| I understood how redeployment would affect my terms and conditions  | 1 | 2 | 3 | 4 | 5 | 6 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | StronglyAgree | Agree | Notreally | Disagree | StronglyDisagree | Notapplicable | Comments |
| The protection arrangements were explained clearly to me | 1 | 2 | 3 | 4 | 5 | 6 |  |
| The effect of redeployment on my pension was clearly explained to me  | 1 | 2 | 3 | 4 | 5 | 6 |
| I was successful in obtaining my preferred option  | 1 | 2 | 3 | 4 | 5 | 6 |
| I felt that all employees were treated equally during the process  | 1 | 2 | 3 | 4 | 5 | 6 |
| I received suitable induction into my new post  | 1 | 2 | 3 | 4 | 5 | 6 |
| Training/re-training was offered to me  | 1 | 2 | 3 | 4 | 5 | 6 |
| I am satisfied with my new post  | 1 | 2 | 3 | 4 | 5 | 6 |
| **Support**  | 1 | 2 | 3 | 4 | 5 | 6 |
| I was satisfied with the level of support offered by: |  |  |  |  |  |  |
| HR | 1 | 2 | 3 | 4 | 5 | 6 |
| Trade Unions/Professional Organisations  | 1 | 2 | 3 | 4 | 5 | 6 |
| Managers before change | 1 | 2 | 3 | 4 | 5 | 6 |
| Managers after change | 1 | 2 | 3 | 4 | 5 | 6 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | StronglyAgree | Agree | Notreally | Disagree | StronglyDisagree | NotApplicable | Comments |
| Redeployment Coordinator  | 1 | 2 | 3 | 4 | 5 | 6 |  |
| Occupational Health  | 1 | 2 | 3 | 4 | 5 | 6 |
| Are there any other comments you would like to make about the redeployment process?  |  |

Please return the completed form to the Redeployment Coordinator at 4th Floor, Hayfield House, Hayfield Road, Kirkcaldy.