**Civic Centre** **Rickergate**
**Carlisle**
**Cumbria CA3 8QG**
**Teleph**[**one (01228) 817200**](http://cumberland.gov.uk)[**cumberland.gov.uk**](http://cumberland.gov.uk)

**Alternative Employment Programme**

Checklist for Employees

**Stage 1: Meet with your line manager**

|  |  |
| --- | --- |
| What | Complete |
| Discuss the redeployment process  |  |
| Provide information for your manager to complete associated documentation |  |

**Stage 2: Search for jobs**

|  |  |
| --- | --- |
| What | Complete |
| Search for jobs via the council website job search [pages](https://www.cumberland.gov.uk/your-council/jobs) |  |
| Identify a suitable alternative vacancy |  |
| Complete an application for the role (make sure to select ‘Yes’ for the *Are you on the AEP (Alternative Employment Programme)?* Question under the Internal Applicants section of the application form.) |  |

**Stage 3: Recruiting Manager Contact**

|  |  |
| --- | --- |
| What | Complete |
| The recruiting manager will review your application and invite you to a discussion about the role. |  |
| You must accept this invitation. |  |

**Stage 4: Recruiting Manager Discussion**

|  |  |
| --- | --- |
| What | Complete |
| Meet with the recruiting manager to discuss the role, your suitability and starting a trail period for the role. |  |
| You should either agree to start a trial period in the role or alternatively decide that the role is not right for you. |  |

**Stage 5: Start Your Job Trial**

|  |  |
| --- | --- |
| What | Complete |
| Meet with the recruiting manager to agree a start date and see the objectives of your trial in the role |  |
| Start the new role and do your best |  |
| Meet your recruiting manager weekly to review progress and obtain any feedback. |  |

**Stage 6: Finish Your Job Trial**

|  |  |
| --- | --- |
| What | Complete |
| Meet with your recruiting manager to agree on whether you should continue in the role. |  |
| If both of you agree – you will be transferred into the role |  |
| If one of you doesn’t agree – your trial period will end and you will go back to your original status on the Alternative Employment Programme. |  |

**If Your Trail Ends And/Or The Job Isn’t For You Trial**

|  |  |
| --- | --- |
| What | Complete |
| Continue to meet with the affected employee until the end of your notice period. |  |
| Search for jobs via the council website job search [pages](https://www.cumberland.gov.uk/your-council/jobs) |  |
| Identify a suitable alternative vacancy |  |
| Complete an application for the role (make sure to select ‘Yes’ for the *Are you on the AEP (Alternative Employment Programme)?* Question under the Internal Applicants section of the application form.) |  |

**If You Don’t Successfully Find A Job Or Secure a Job After a Trail Period**

|  |  |
| --- | --- |
| What | Complete |
| Your employment with Cumberland Council will end. |  |