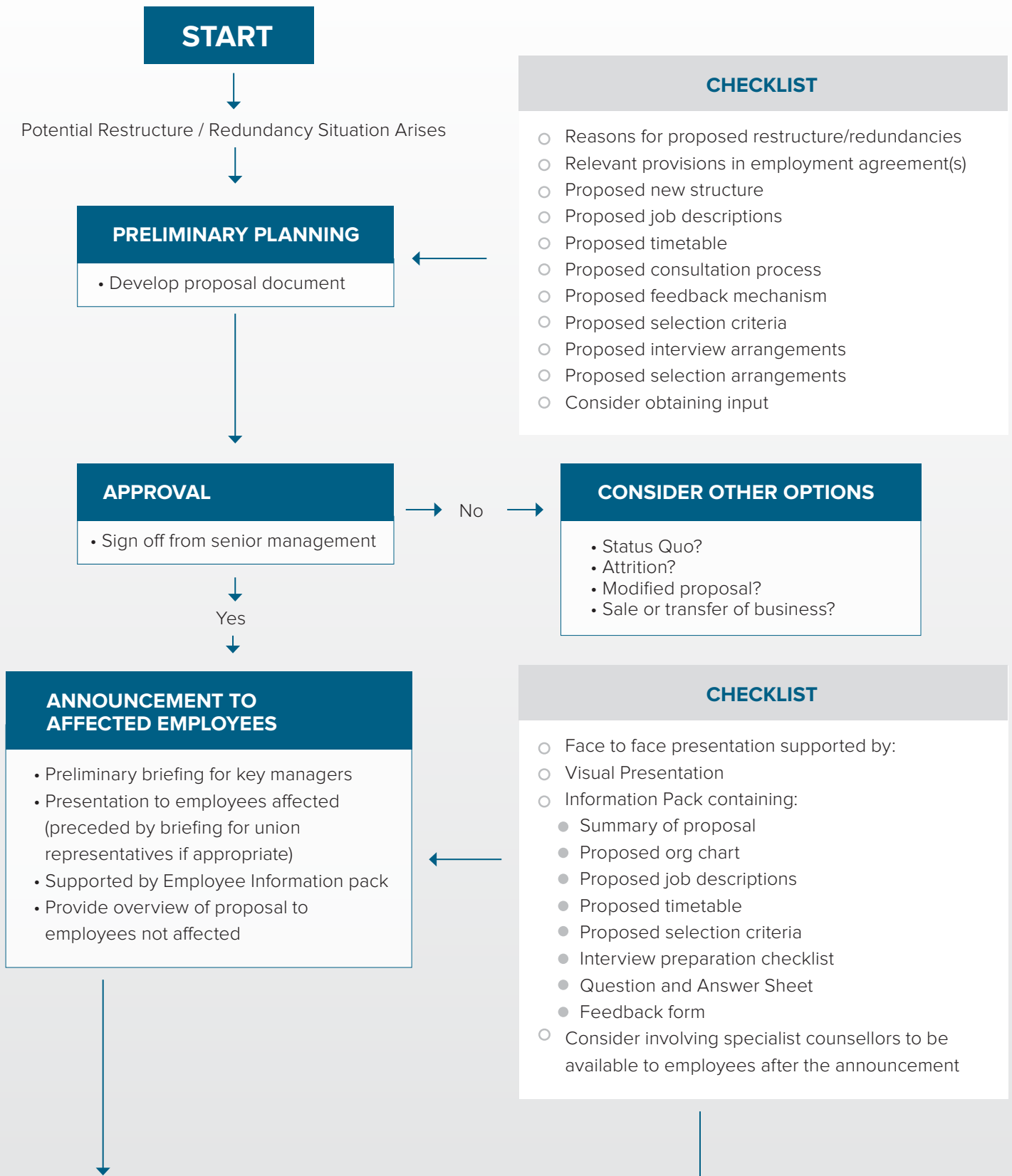






CONSULTATION PHASE

- Obtain feedback from affected employees on proposed restructure/redundancies/selection criteria/timetable
- Respond promptly to employee comments/questions
- Consider amendments to original proposal



ANNOUNCE FINAL PLAN

- Confirm size and shape of restructure/redundancy plan
- Confirm options available to affected employees
- Confirm application/interview/selection process
- Confirm timetable for application/interview/selection process
- Confirm selection criteria



APPLICATION / INTERVIEW/SELECTION PHASE

- Make application packs available
- Assess employees (possibly including self-assessment)
- Receive and process applications
- Set-up interview schedule (for all applicants)
- Carry out interviews
- Make final assessments (using interview notes, assessment criteria and reference checks)
- Select employees to be appointed



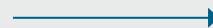
NOTIFICATION PHASE

- Notify successful applicants; offer new positions
- Notify unsuccessful applicants (have counselling available where appropriate)
- Consider alternatives for unsuccessful applicants e.g. redeployment, relocation
- Inform employees not affected of outcomes



APPOINTMENT / TERMINATION PHASE

- Confirm appointments to positions in new structure
- Issue notice to redundant employees (consider feasibility of working out notice or leaving sooner)
- Provide counselling/financial planning advice/outplacement assistance to redundant employees
- Finalise new employment agreement details (if any) for appointees to positions in new structure
- Complete all HR administration associated with termination of redundant employees.



CHECKLIST

- Use combination of verbal and written responses where possible
- Publish a restructure newsletter to keep everyone informed of progress



CHECKLIST

- Consider voluntary redundancy (if appropriate)
- Prepare position descriptions for new roles

COMPLETION/ IMPLEMENTATION PHASE

- Arrange appropriate farewells for departing employees
- Acknowledge commencement of new structure with information and instructions on new arrangements
- Complete de-brief process on whole project



END

