**Pro forma letter P1**

Letter confirming priority candidate status. For information about eligibility for priority candidate status see <https://hr.web.ox.ac.uk/priority-candidates>

[Name]

[Address]

[Date]

Dear [employee]

**Priority candidate status**

At our meeting on [date] I advised you that your post as [job title] was at risk of redundancy because [*insert brief reasons why post is at risk, as discussed with employee].* Because of this you will be given priority consideration to be redeployed into any suitable vacancies within this department. Please provide me with a copy of your current CV, and any other information you may wish us to take into consideration to help us to identify suitable vacancies as they arise.

You will also be able to apply as a priority candidate for vacancies in other departments of the University[[1]](#footnote-1) at your current grade [grade X] for which you meet the essential selection criteria. There is, unfortunately, no guarantee that any suitable vacancies at this grade will arise during the period before your employment is due to end. I would therefore urge you not to rule out applying for a vacancy at a lower grade and/or at a lower salary for which you would still be considered as a priority candidate.

You will be able to apply as a priority candidate until your current contract end date/until the end of the current redundancy process *[delete as appropriate].*

*Where appropriate include*: As you are pregnant/currently on a period of family leave/have returned from a period of family leave within the protected period [*delete as appropriate*] internal recruiters will be mindful of the requirements of the Protection from Redundancy (Pregnancy and Family Leave) Act 2023.

As we discussed, please let me know if you would like help with identifying suitable vacancies and/or advice on the preparation of your application. University vacancies are advertised through the Internal Jobs Board. This is accessed via HR Self Service. You will need to be connected to the VPN before you can log in at <https://my.corehr.com/pls/coreportal_uoxp/corePortal/#EmpDash> with your SSO. Once logged in you will be presented with an unfiltered list of job titles, but by clicking on the ‘advanced’ option at the top of the page, you can use the filtering facilities which are used on the main jobs pages.

The jobs board is updated regularly and I would encourage you to keep checking for the appearance of new vacancies.

Whenever you identify a University of Oxford vacancy which you would be interested in and for which you meet all the essential criteria (ie a suitable redeployment opportunity) you should apply as normal via the e-recruitment system but attach this letter to your application by uploading it as a supporting document. This will ensure that the recruiting department knows that they must give your application preferential consideration.

Ensure that your covering letter, or supporting statement, explains that you are a priority candidate and clearly demonstrates how you meet the essential selection criteria for the post.

Should the recruiting department decide not to appoint you, they will give you written feedback on your application, against the advertised selection criteria. They will send a copy of the feedback to this department to help us support you more effectively in your applications. If you do not wish us to receive this feedback, please make that clear to the recruiting department in your covering letter.

In the meantime, please don’t hesitate to get in touch with me if you need any assistance, and I will remain in contact with you about any vacancies arising within this department for which you might be a suitable candidate.

Yours sincerely,

[N.B. A signed and dated copy of this letter should be retained on file. If not sent by the employee’s own group leader or manager, a copy should be set to them.]

1. i.e. a post where the contract of employment would be offered by the ‘Chancellor, Masters and Scholars of University’. This does NOT include vacancies within:

   * Colleges and other affiliated organisations;
   * The Oxford University NHS Trust, except where the employer is the University of Oxford and the contract would be ‘Chancellor, Masters and Scholars’;
   * Wholly owned subsidiary companies, such as Isis Innovation Ltd.

   [↑](#footnote-ref-1)