*Letter: Communicating Selection Method [222]*

DATE

Dear

**(Insert Business Area) Review: Details of Selection Method)**

At our meeting on ----- we discussed the proposed method and criteria for selection and I am now writing to confirm what has been agreed.

<Delete elements that will not be included>

In the first place, we will identify posts that are broadly matched to roles in the proposed new structure. If your role matches a role in the new structure, you may be slotted into that role. You will not need to compete for that role unless yours is one of a number of similar roles and the overall number is being reduced. In this case a limited competition will be held between matched staff.

Where roles in the new structure are considered to be new roles (i.e. not matched to existing roles), staff who have not been matched to a role already will be expected to fill any suitable alternative role. The selection process to determine suitability will involve the following:

(**Enter detail the application process, selection method and criteria : eg**

**>Evidence based Competency statement**

**>Evidence of around the following competencies etc**

**>Interview process**

**>Set out timescales for interviews and final decisions.)**

As part of this process you will need to express a preference for roles which are available, which have not been matched as part of the first phase. See details below. Details of the new posts (including job descriptions) are **enclosed / can** be found at (**Insert location of details or attach as an annex.)**

Please let me know as soon as possible if you require any special arrangements/reasonable adjustments enabling you to fully participate in this process.

If you have any questions or concerns in the meantime, please do speak to your line manager or contact the Employee Assistance Programme.

Yours Sincerely

Senior Manager