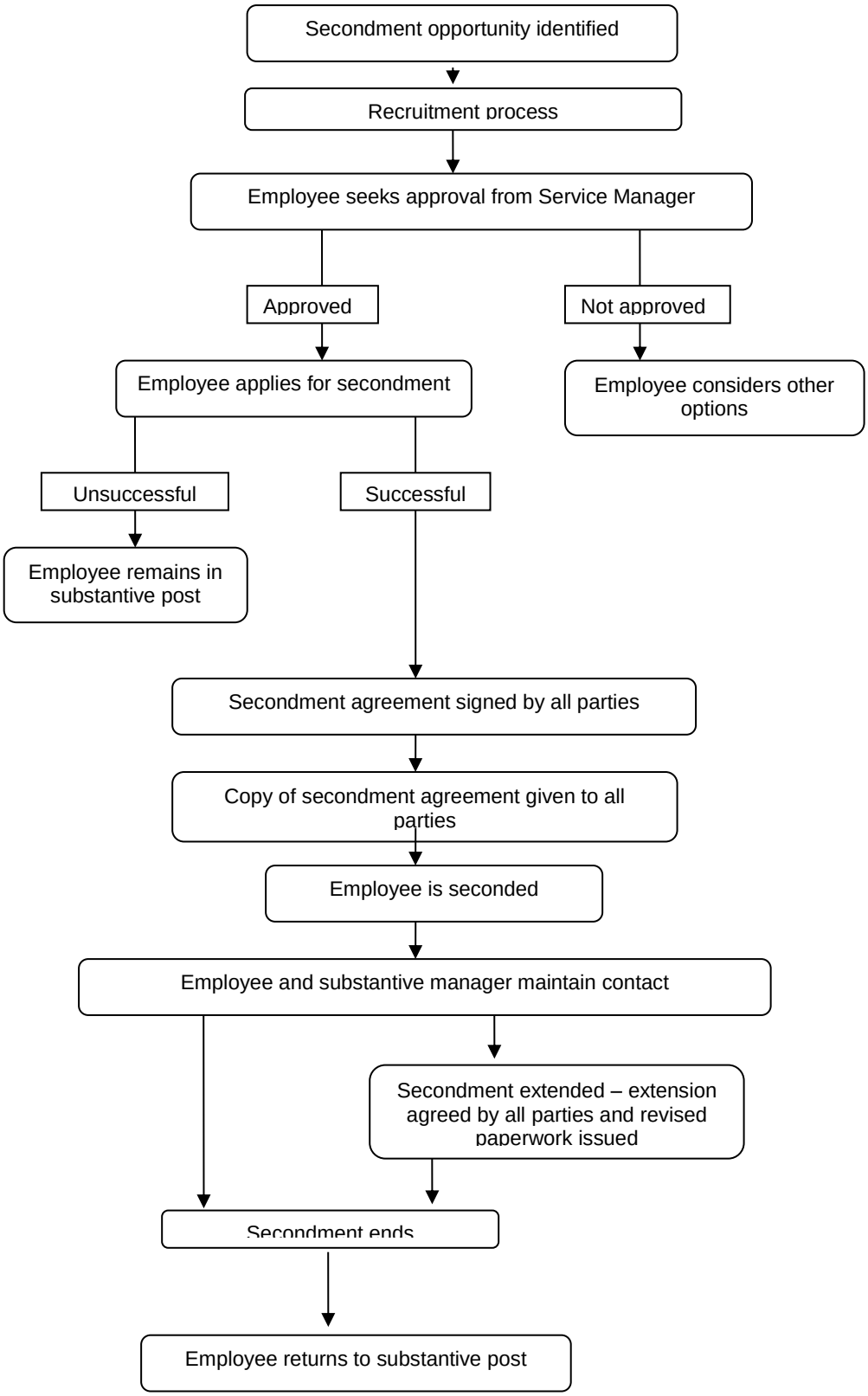
Secondment opportunity identified
Recruitment process
Employee seeks approval from Service Manager
Approved
Not approved
Employee applies for secondment
Employee considers other options
Unsuccessful
Successful
Employee remains in substantive post
Secondment agreement signed by all parties
Copy of secondment agreement given to all parties
Employee is seconded
Employee and substantive manager maintain contact
Secondment extended – extension agreed by all parties and revised paperwork issued
Secondment ends
Employee returns to substantive post