



Helping you evaluate career change or development through 'secondment'.

Definition: 'secondment' - the transfer of a person from their regular organisation for temporary assignment elsewhere, or a period when you are sent by your employer to work for a different organisation or another part of your organisation.

The StaffShare Skill Exchange was designed to help both employers and employees take advantage of changes in today's fast moving economy rather than suffer the consequences today of painful and financially expensive redundancies, followed by stressful and costly re-recruiting in the future. Clearly no employee should or can be forced into secondment - this will fail, so it is important that employees considering a transfer do so with a clear understanding of the opportunity it presents.

Although for employers the initial stimulus for considering 'staff-sharing' may be based on cost-saving, in reality there are major benefits for all three partners involved in the StaffShare Skill Exchange secondment process:

1. The present Employer cuts overheads /operational costs related to existing contracted staff.
2. The new Employer gains selected and valuable skills at substantially lower costs than market rates.
3. The *Seconded* Employee gains from a new and potentially stimulating and valuable experience-**without change to income or benefits and remains at all times under the same Contract of Employment throughout the secondment period.**

Today, employers clearly have a responsibility to ensure their valuable employees are supported through this important change in their lives - the brief notes below may help.

Why Secondment?

Fact.1. Being chosen for secondment is recognition of an employee's value.

Being taken up by another employer eliminates damaging miss-use of an employee's talents, wasteful redeployment to an unsuitable role in another department or even lay-off or redundancy. It can also add massive value and experience to any employee who may presently feel under-valued, unchallenged, they have outgrown in their present role or simply need a change in their present circumstances.

Fact.2. Secondment provides 'lattice-style' career change and development: new experiences - wider horizons – additional skills- added confidence.

"The proverbial corporate ladder is evolving, right before our eyes, into a corporate lattice. In contrast to the more limited options ...of the ladder, the lattice makes it possible for employees to customise careers – to the benefit of both the individual and the company"

'Building a Lattice Organisation' **Deloitte.com**



Fact.3. Secondment encourages employers to re-value individual employees, review long term roles and careers and to have a more flexible attitude to their work force - a benefit to all in times of growth as well as recession.

Preparing for secondment

Firstly, transferring to another company or organisation through a period of secondment is not offered to employees where they are not valued. Any employer placing a valuable team member into secondment is clearly attempting to save or retain that person and their skills, so they will quite rightly expect you to return at the end of the secondment period- so long as you wish to!

Secondly, your employer must demonstrate that the selected employees' skills and experience are valued elsewhere - particularly if they temporarily cannot find a suitable role within their organisation for those skills.

Thirdly, the employer will need to add a basic level description of the candidate or '**Profile**' on each employee and build a more comprehensive **CV** about them and their present role, value, skills and past experiences.

Like any CV, this will require an honest and thorough outline of you, your present role and your past, so it is possible you will be able to help to create the CV or perhaps be asked to contribute to it.

The Profile placed onto StaffShare's website does not contain your name, sex, age or any personal details about you. The CV does not reveal your personal identity.

During Secondment

Joining a new employer is always a little strange at the start, but its managers and other members will provide support and guidance as well as any specialist training where needed- you will be introduced and treated just like any new member of the team.

A friendly, competent staff member should be appointed to help smooth out the 'role transition' process and to work with or near you during the first few weeks.

As a skilled new employee you should be given opportunities to show or use your skills and knowledge helping your confidence and easing you into your new role.

A few regular personal meeting or reviews with your Manager are quite common to ensure you are getting enough support and to hear your feedback, ideas and opinions, which can be valuable to your new employer.

Most candidates quickly settle down into their new roles and become a productive and highly valued member of their new team.

Interested employees should refer this document and the StaffShare.com website to their Manager or HR / Personnel Manager to discuss the process more fully.

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