

Transfer Conversation

Section C: Record of Internal Transfer Conversation (To be completed by the recruiting manager)						
Date:	//					
Recruiting Manager:						
Vacant Job Role:			Band:			
Confirm Redeployme	ent Register Checked	Date Redep	loyment R	egister Checked		
Yes		//				
Please make note of how the Internal Transfer Applicant meets the requirements of the Job role.						
Applicant Skills						
Applicant Function						
Applicant Experien	ice					
Professional abiliti	es					





Please make note of the conversation to support the Internal Applicants understanding
of the career pathway and the structured support that is available.

Please make note of the conversation regarding the Job requirements.

Please make note of the conversation regarding the Key Objectives of the job role.

Has the Internal Transfer applicant been offered a shadow shift?	☐ Yes Date _/_/_	□ No
Has the Internal Transfer applicant been offered the Job Role?	🗀 Yes	🖂 No





Please provide detailed feedback for the Internal Transfer Applicant.

Please send the completed form to Internal.Transfer@liverpoolft.nhs.uk







Liverpool University Hospitals NHS Foundation Trust