**How does the assimilation process work?**

The assimilation process involves comparing the current role against a similar role in the new structure. Assimilations are based on an employee's substantive position. The outcome will be one of the following:

* Direct assimilation   
  Defined as where a role in the new structure is substantially similar (75% match or more) and at the same grades/scale/range.

                    Direct assimilation can only occur where there are sufficient posts available for the number of employees involved. If there are fewer posts than employees then a   competitive selection process will be required.

* Assessment assimilation   
  Defined as where a role in the new structure is substantially similar (75% match or more) and at a different grade.

It is the responsibility of the employee to identify and objectively evidence that a new post is substantially similar (75% match or more), which must be verified by 2 managers (Service Manager and Service Assistant Director).

Upon verification a desktop assessment will be undertaken to ensure that the candidate for assimilation has the required level of skills, knowledge and competencies to undertake the essential duties of the new post.

In some cases it may be necessary to use an alternative but appropriate assessment process, such as observed working, skill test or selection interview.

* Competitive selection  - when there are more people than posts

                          A competitive selection process is necessary for recruitment to those posts where there are more employees who meet the assimilation criteria than jobs.

* No match   
        Employees who are not assimilated or appointed to posts, will be formally placed 'at risk of redundancy' and afforded 'ring fenced' status in the Vacancy Preference Process.