**Pro forma letter X2**

Second invitation to a preliminary meeting (staff with **two or more years’** continuous service).

To be sent if the employee **does not** respond to the first invitation.

NB if the original letter was sent as electronic or hard copy only, the reminder should be sent by both means.

[Date]

Dear [employee]

I wrote to you on [date] to remind you that your current appointment is due to end on the expiry of your current fixed-term contract, and invited you to a meeting to discuss this. I also sent you the attached information for staff approaching the end of a fixed-term contract.

You have not responded to this letter so I am now writing again to offer a meeting on [suggest date and time with at least 5 days’ notice] at [location] to discuss this.

At the meeting we can discuss the current situation regarding your post and there will be an opportunity for you to raise any ideas you have which might avoid the need for your post to be ended. Should you wish to, you are welcome to bring a union representative or colleague of your choice from within the University with you to the meeting.

If you would like to meet with me please could you contact my office by [date] to confirm whether you are able to attend at the time and date suggested, or to arrange an alternative appointment?

You may already have plans for the future and prefer not to meet me to discuss how we may be able to assist you with seeking alternative employment within the University. If so, please could you sign the declaration attached and return this to me?

If I do not hear from you by the meeting date given above, we will assume that you do not wish to be considered for suitable alternative employment within the University.

Yours sincerely

[to be signed by key contact/departmental administrator]

cc: [line manager]

Encs.

* Pro forma declaration for individuals who do not require assistance with redeployment.
* Information for staff who are approaching the end of a fixed-term contract.

[Return address for sender of letter X2]

[Date]

Dear [name of sender of letter X2]

Further to your letter of [date] I understand that my fixed-term contract is due to expire on [date] and that, in the absence of an alternative being found, my employment with the University will terminate on that date.

I confirm that I do not wish to meet with you to discuss this and do not require assistance with seeking suitable alternative employment within the University.

*Signed: Date:*

*Print name:*

# Information for staff who are approaching the end of a fixed-term contract

## Looking for work within the University

If you wish to seek further employment with the University you will find that the University vacancies are advertised through The Internal Jobs Board. This is accessed via HR Self Service. You will need to be connected to the VPN before you can log in at <https://my.corehr.com/pls/coreportal_uoxp/corePortal/#EmpDash> with your SSO. Once logged in you will be presented with an unfiltered list of job titles, but by clicking on the ‘advanced’ option at the top of the page, you can use the filtering facilities which are used on the main jobs pages.

## Looking further afield

The University’s Jobs pages (<https://www.jobs.ox.ac.uk/home>) provides links where you will be able to find information about vacancies available within Colleges and other affiliated organisations, as well as the University’s Temporary Staffing Service.

The University Careers Service [Useful careers resources](https://www.careers.ox.ac.uk/career-resources/) website (<https://www.careers.ox.ac.uk/career-resources/>) also suggests a range of other places to search for jobs beyond the University.

## Help with CVs and job applications

The People and Organisation Development Unit have a number of resources to help support you in your next step, including confidential impartial career advice for administrative and support staff and, support with internal applications and interview preparation. Further information can be found at <https://pod.admin.ox.ac.uk/>.

The University Careers Service’s website provide advice to researchers during and after employment at <https://www.careers.ox.ac.uk/researchers/>.

## Taking time off for job-search activities

You are entitled to take reasonable time away from the workplace in order to attend job interviews, or training courses which may enhance your chance of redeployment. When you need to take time away from the workplace, please arrange this in advance with your line manager.