



An tSeirbhís um Cheapacháin Phoiblí Public Appointments Service

Temporary Assignment Scheme

Thursday 19th March 2020

Further to correspondence that you have received from the Department of Public Expenditure and Reform (dated 18th March 2020), please see practical details below concerning the operation of the Temporary Assignment Scheme.

We wish to highlight that if your department is experiencing staff shortages, we at PAS are available to help. If you require our assistance please contact: crmmailbox@publicjobs.ie.

INFORMATION ON TEMPORARY ASSIGNMENT PROCESS FOR LOCAL HUMAN RESOURCE UNITS (“LHRs”)

1. LHRs shall identify a list of staff deemed to be releasable.
2. Thereafter, LHRs should send the below link to releasable staff, asking them to fill in the online questionnaire:
[Temporary Assignment Scheme Questionnaire](#)
3. The questionnaire can be completed on a mobile phone, tablet or laptop for ease of use and includes information such as PPSN number, location, grade, work area, department, public servicer body etc.
4. PAS will collate all responses to the questionnaire on a daily basis and record the information on a central database.
5. Once responses to the questionnaire are received, PAS will seek to confirm with LHRs that those staff who have completed the questionnaire are still **releasable**. This information will be requested on a daily basis or however frequently it is required from LHR units by PAS.
6. Releasable staff will then be added to the PAS database for temporary assignment to a relevant body.
7. PAS will conduct a skills match of releasable staff to vacancies and will initiate contact with them on behalf of the relevant body, providing details of the role and work location for temporary assignment.
8. PAS will finalise the assignment process in consultation with the releasable staff and relevant body and notify the relevant LHR. Releasable staff will be expected to take up their temporary posts immediately.



We recognise this is a fluid situation and the availability of temporary staff is likely to change daily so ensuring the lists are as up to date as possible is of utmost importance.

Decisions around eligibility for release will be made at a local HR level.

TO REGISTER

In order for releasable staff to register LHRs will need to issue the following link and ask staff to complete the questionnaire.

Apply for [Temporary Assignment](#)

T&Cs

PAS will use PPSN (Personal Public Service Number) as the unique identifier for identification as part of the assignment process.

ADDITIONAL QUERIES

For any additional queries in relation to this process please email:

temporaryassignment@publicjobs.ie

ADDITIONAL INFORMATION & FAQs:

Additional information and updates can be found here: [Temporary Assignments Information](#)

Please visit this link for all FAQ's which will be updated regularly: [FAQs](#)

