

14th March 2019

BY EMAIL

Tel: 028 9536 3863
Email: FOI.BSO@hscni.net

Our Ref: FOI 988

Dear [REDACTED]

Your request for information was received on 27th December 2018 and was dealt with under the terms of the Freedom of Information Act 2000. Please be advised that the Business Services Organisation (BSO) has now completed its search for the information you requested with regards to recruitment information.

I would like to apologise for the delay in response, and provide the following information which I hope is helpful:

1) Blank copy of the reference form you send to employers for new non-medical employees

Please find this form, attached.

2) All guidance to interview panel members on how to score and rank candidate responses to interview questions

BSO's Recruitment and Selection Shared Services Centre (RSSC) does not send guidance to panel members or advise them on their scoring; this is done via the relevant organisation's HR Department.

3) Do you use the competency based interview method?

RSSC does not set questions for interview; this is done by the panel.

I hope that the information provided assists you. If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible or in any case within two months of the date of issue of this letter.

In the event that you require a review to be undertaken, you can do so by writing to

Information Governance Manager,
2 Franklin Street,
Belfast,
BT2 8DQ

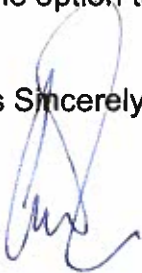
If, following an internal review, carried out by an independent decision making panel, you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the BSO has complied with the terms of the Freedom of Information Act.

You can contact Information Commissioner at:

Website: www.ico.org.uk
Phone: 0303 123 1113
Email: casework@ico.org.uk
Post: Information Commissioner's Office
3rd Floor, 14 Cromac Place
Belfast
BT7 2JB

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However the Commissioner has the option to investigate the matter at his discretion.

Yours Sincerely,



Liam McIvor
Chief Executive

REFERENCE – CONFIDENTIAL –

1. Do you currently have / have you had management responsibility for the candidate. If no, please state in what capacity you know the candidate		YES	NO
2. If the candidate is/was in your employment, please complete the following details			
Position Held	From	To	Reason for leaving
3. Please complete the following based on your knowledge and experience of the candidate			
	ACCEPTABLE	UNACCEPTABLE	
Ability to work unsupervised/use initiative			
Ability to communicate / co-operate with others			
Flexibility/adaptability			
Volume of work completed			
Quality of work completed/performance			
Dependability /reliability			
Timekeeping record			
4. Details of sickness absence over the last three years: Please note: Absences due to maternity leave or pregnancy related illnesses should not be counted for these purposes. (Attach an additional sheet if necessary)	FROM	TO	NUMBER OF DAYS
5. Does/did the candidate have any current / outstanding disciplinary matters / investigations or unspent disciplinary sanctions?		YES	NO
6. To the best of your knowledge, does the candidate have any criminal convictions or cases pending?			
7. Is the candidate subject to a current referral to the Disclosure and Barring Service (DBS) as a result of misconduct involving children and or vulnerable adults? Or are you aware of the candidate being barred by the DSA. If yes please provide full details.			
8. Do you know of any reason why we should not employ the candidate?			
9. Do you have any reason to believe that during his/her employment with you the candidate was dishonest?			
10. Would you re-employ the candidate?			
COMMENTS: (Please use this section to include any other comments that you feel relevant and in support of the above answers. Feel free to attach an additional sheet if necessary.)			
Signed:		Print Name:	
Job Title:		Date:	
Telephone number:		Email:	
FOR OFFICE USE ONLY			
Chairperson and/or recruiter signature			