

8th February 2022

BY EMAIL

Our Ref: FOI 1638

Dear [REDACTED],

Your request for information was received on 13th January 2022 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 a letter issued to you by the Recruitment Shared Services Centre (RSSC) on 4th January 2022, in relation to job requisition number [REDACTED].

Please find this information below:

Can you please explain why I was not invited for a Job interview with an exact explanation?

If I did not fulfil the requirements for this job offer, please tell me what I did not fulfil and how?

The panel used essential criteria to shortlist applicants; on this occasion you did not meet all of the essential criteria:

For Criteria 1

[REDACTED]



[REDACTED]

For Criteria 2

[REDACTED]

[REDACTED]

Are [REDACTED] invited for an interview or not - before this email?

All applicants who meet the shortlisting criteria will be shortlisted and called to the next stage of the selection process. Only information contained on a candidate's application demonstrating how they meet the criteria is considered.

Has all equality guidance and LAW of HSCNI and Northern Ireland been followed when selecting applicants for this job offer, and if yes, how?

The recruitment and selection process is monitored and audited on a regular basis to ensure all policies and processes are robust in terms of legislation; free from discrimination, prejudice and bias and compliant with all current employment and equality legislation.

The recruitment and selection process is based on the individual's knowledge, skills, abilities, competencies and qualifications and is set against criteria in the personnel specification and job description.

Panel members are appropriately trained in the area of recruitment and selection including the requirements of the legislation relating to equality of opportunity and are conversant with all related guidance before being allowed to take part in the selection process. All panels are balanced in terms of gender and community background.

Has this panels members were part of the panels from my previous Job Applications especially from [REDACTED] ?

A search of the system has been conducted and Recruitment Shared Services can confirm that an application has been received from you for the following vacancies:

[REDACTED]

Recruitment Shared Services have confirmed that Panel members on the above recruitment processes were not on the panel for any other vacancy that you have applied for.

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,

A handwritten signature in cursive script that reads "Karen Bailey".

Karen Bailey
Acting Chief Executive