

June 13<sup>th</sup> 2018**BY EMAIL**  
[REDACTED]Tel: 028 9536 3863  
Email: FOI.BSO@hscni.net**Our Ref: FOI 891**

Dear [REDACTED]

Your request for information was received on May 24<sup>th</sup> 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 employer references.

1. **A blank copy of the current employer reference form the Business Services Organisation sends to employers for requesting employment references for new staff appointments.**

Please find this information, attached.

2. **All documentation giving guidance to interview panel members on how to score applicants for and the scoring methodology used for the same.**

All supporting guidance for panel members in relation to the scoring of candidates and methodology for same is provided by individual Organisations directly to Managers via local communication links, this is not part of BSO Recruitment & Selection activities in line with the selection process.

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

***Providing Support to Health and Social Care***



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](http://www.ico.org.uk)  
**Phone:** 0303 123 1113  
**Email:** [casework@ico.org.uk](mailto: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 blue ink, appearing to read 'Liam McIvor', with a large, stylized loop at the top.

**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		<b>YES</b>	<b>NO</b>
2. If the candidate is/was in your employment, please complete the following details			
<b>Position Held</b>	<b>From</b>	<b>To</b>	<b>Reason for leaving</b>
3. Please complete the following based on your knowledge and experience of the candidate			
	<b>ACCEPTABLE</b>		<b>UNACCEPTABLE</b>
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)	<b>FROM</b>	<b>TO</b>	<b>NUMBER OF DAYS</b>
5. Does/did the candidate have any current / outstanding disciplinary matters / investigations or unspent disciplinary sanctions?		<b>YES</b>	<b>NO</b>
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 Independent Safeguarding Authority (ISA) as a result of misconduct involving children and or vulnerable adults? Or are you aware of the candidate being barred by the ISA. 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:	
<b>FOR OFFICE USE ONLY</b>			
Chairperson and/or recruiter signature			