

Ms Charlotte Quinn  
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Contact: Paul Burns  
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Our reference: FOI/3178/170609  
Date: 23<sup>rd</sup> July 2009

Dear Ms Quinn

**Freedom of Information Request: Recruitment of Social Workers**

I am writing regarding your request for information which I received on 17<sup>th</sup> June 2009. Please accept my apologies for the delay in responding to your request. In your request you asked for information regarding the Recruitment of Social Workers.

Leeds City Council has a Recruitment & Selection policy for all vacant posts. All managers involved in the recruitment and selection process work to this policy and receive training in this area.

All jobs within Leeds City Council are advertised on the Leeds City Council's website under the Vacancies section which can be found at <http://jobs.leeds.gov.uk/Jobs.aspx> All jobs listed on the website have a 2 week closing date.

Managers shortlist applicants by assessing information on the application form against essential and desirable criteria on the employee specification.

Interview questions are based on the employee specification and asked of all the applicants, supplementary questions are asked of individuals to clarify and/or expand on their answer.

The recruitment panel then contact all candidates following the interview and inform the candidates of the panels decision whether they have been successful or unsuccessful.

All candidates can then ask for feedback from the panel on their interview performance.

I trust my reply serves to assist in your enquiry, if you have any queries about this letter, please do not hesitate to contact me.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to:

Freepost RLZR-ELTX-RUEH  
Leeds City Council  
PO Box 657  
LS1 9BS

If you are not satisfied with the outcome of your complaint, you may apply directly to the Information Commissioner's Office (ICO) for a decision. Generally the ICO cannot make a decision unless you have exhausted the complaints procedure provided by Leeds City Council.

The Information Commissioner can be contacted at: The Information Commissioner's Office  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

**Paul Burns**  
Freedom of Information & Data Protection Officer