



Northamptonshire County Council

Ms Charlotte R Quinn

Request-13425-
87a44187@whatdotheyknow.com

Please ask for:

Tel:

Our ref:

Your ref:

Date:

Rubertine Carmen Allen

01604 236328

FR1355/RCA

15th July 2009

Dear Ms Quinn

Freedom of Information Request FR1355

Thank you for your Freedom of Information request dated 16th June 2009. Your request has been dealt with under the Freedom of Information Act.

Your request is detailed below in italics.

information you hold on your policies, procedures and guidance for the recruitment of Social Workers. Including how, when and where job adverts are placed, how long they placed and after the closing date how long the interview process should take. How the shortlisting of job applications is undertaken and recorded. How long you retain copies of job applications and related information. How shortlisted candidates should be interviewed and what methods of assessment and interview are used. How interview questions, assessments and case study exercises are devised and formulated. Copies and details of any guidance and training interviewers are given on how to conduct interviews, record and evaluate how interviewees respond to questions, complete assessments or case study exercises. What procedures should be followed to inform candidates of the outcome of any interview/assessment. What criteria is used to make one candidate more successful or employable than any other.



Our Response

I have been supplied the following information in response to your Freedom of Information request from Health and Adult social Services which reads:-

Under the Freedom of Information Act please email me a copy of any information you hold on your policies, procedures and guidance for the recruitment of Social Workers.

Answer: Please see attached HR Recruitment policy. We recruit Social Workers in line with this policy.

Including how, when and where job adverts are placed,

Answer: Posts are advertised internally in the first instance. If the post remains vacancy it is advertised on the NCC internet (jobs go public) and usually in external media such as Community Care or the Guardian.

how long they placed and after the closing date how long the interview process should take.

Answer: Ideally within 1-2 weeks but we have panels of interviewer so sometimes there can be a delay to accommodate diaries.

How the shortlisting of job applications is undertaken and recorded.

Answer: There is a standard shortlisting recording document – candidates are shortlisted against the essential and desirable criteria in the person specification

How long you retain copies of job applications and related information.

Answer: Our policy required documents to be retained for at least 12 months

How shortlisted candidates should be interviewed and what methods of assessment and interview are used.

Answer: Panel Interview of at least 2 members. In addition a short presentation or written piece on a current topical subject. For very senior posts a stakeholders panel may also be arranged.

How interview questions,
assessments and case study exercises are devised and formulated.

Answer: There is a standard format for the interview. No case studies are used but presentations/written piece will be evaluated by the panel using their professional judgement.

Copies and details of any guidance and training interviewers are given on how to conduct interviews, record and evaluate how interviewees respond to questions, complete assessments or case study exercises.

Answer: The Council have a one day recruitment and selection training course and it is normal practice that at least one panel member has been on this.

What procedures should be followed to inform candidates of the outcome of any interview/assessment.

Answer: See HR policy

What criteria is used to make one candidate more successful or employable than any other.

Answer: See HR policy

If you require any further assistance please do not hesitate to contact our department.

The disclosure to you of the enclosed information does not give you a right to reproduce or publish such information without the express permission of the County Council or any other owners of the copyright therein.

If you are unhappy with my response, you can ask the Council to review it. To do this you write to the address below:

Paul Edwards
Head of Business Intelligence and Performance
Northamptonshire County Council
PO Box 93
County Hall
Northampton
NN1 1AN

If our internal review does not resolve the issue to your complete satisfaction, you have the right to apply to the Information Commissioner for a decision at the following address:

Information Commissioner
Wycliffe House
Water Lane

Wilmslow
Cheshire
SK9 5AF

Or, if you have any complaints in respect of your information request please complete the on-line comments form that can be found at www.northamptonshire.gov.uk, along with a full set of guidance.

Yours sincerely

Miss Rubertine Carmen Allen
Freedom of Information / Data Protection Officer
Legal and Democratic Services

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