

Our Ref: FOI 3069

Date: 07 July 2009

Charlotte R Quinn
whatdotheyknow.com
xxxxxxxxxxxxxxxxxxxxxxxxxxxx@xxxxxxxxxxxxxxxx.xxx

Dear Ms Quinn

Freedom of Information Act 2000 – Request for Information

I am writing in reply to your recent enquiry for information held by the Authority under the provisions of the Freedom of Information Act 2000.

REQUEST

Recruitment of Social Workers

A copy of 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.

RESPONSE

Birmingham City Council provides a Recruitment Toolkit for managers which applies to all posts. This contains guidance on adverts, shortlisting, interview process, recording sheets, and retention of papers. Copy is attached with the appendices.

Criteria for selection from application and from interview will be drawn up by the individual appointment panels, as will the questions and assessments.

The Adults and Communities Directorate runs a 2 day training course for managers – outline attached.

Please reply to:

Adults and Communities

Level 6
Louisa Ryland House
44 Newhall Street
Birmingham B3 3PL

Telephone : 0121 303 9462
Facsimile : 0121 303 2769

www.birmingham.gov.uk/adults

Peter Hay, Strategic Director, Adults and Communities

Whilst we have undertaken a thorough search of the information held by Birmingham City Council, it may be that, due to the size and amount of information held by Birmingham City Council, some information has been inadvertently missed. If you have any information which may assist us in determining or locating any missed information, we would be grateful if you would contact us with details of this information, so that we can make a further search.

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If you are not satisfied with the decision, you may ask for an internal review. Please contact Birmingham City Council's central FOI Team at this address:

Information Governance Team,
1st Floor, 1 Lancaster Circus, Birmingham B4 7AB
Tel: 0121 303 4876 email: xxxxxxxxxxxx@xxxxxxxxxx.xxx.xx

In addition if you are not satisfied with the Council's review decision, you may apply to the Information Commissioner for an independent review at this address:

The Information Commissioner
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
Tel: 01625 545700 Web: www.ico.gov.uk

Yours sincerely

Philip Wilson
Freedom of Information Officer