



Department for International Trade

Department for International Trade
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Our ref: FOI2017/13061

10 July 2017

Dear Mr Smith

Thank you for your email of 11 June 2017 where you requested the following information:

Please provide details of the recruitment process that was followed when your HR Director (Mr J Norton) was appointed. Details should include a copy of the advert, the role description, the evaluation process for the grade of the role including a copy of the evaluation score, a summary of the selection process, the number of candidates at each stage and whether references were taken. Also whether the Civil Service Commission chaired the interview process.

Under the Freedom of Information Act 2000 ('the Act'), you have the right to:

- know whether we hold the information you require
- be provided with that information (subject to any exemptions under the Act which may apply).

The HR Director was appointed through an internal managed move within the Civil Service. Managed moves are conducted for high priority roles by matching an individual's skills and experience with the requirements of the job. The appointment was made in line with the Civil Service Code and the Civil Service Commission's Recruitment Principles.

Appeals procedure

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within 40 working days of the date of receipt of the response to your original request and should be addressed to the Information Rights Unit:

Information Rights Unit
Department for Business, Energy and Industrial Strategy
1 Victoria Street
London
SW1H 0ET
Email: FOI.Requests@beis.gov.uk

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely,

DIT HR Team