

FOI Reference Number: FOI/422/1819

Date: 09 January 2019

**Request:**

Under the Freedom of Information Act I would like to request the following information by email:

- 1). Blank copy of the reference form you send to employers for new employees.
- 2). All guidance to interview panel members on how to score and rank candidate responses to interview questions.
- 3). Do you use the competency based interview method?

**Response:**

Thank you for your information request which Mid and East Antrim Borough Council received on 26 December 2018.

Please find below, Mid and East Antrim Borough Council's response to the information you requested in relation to reference forms/interviews.

**1. Blank Reference Form Attached.**

**2. Guidance to Interview Panel Members - We follow the Local Government Staff Commission 'Code of Procedures for Recruitment & Selection' (see link below).**

**<http://www.lgsc.org.uk/fs/doc/LGSC%20Code%20of%20Procedures%202009.pdf>**

**3. Yes, we use the competency based interview method.**

If you are dissatisfied with the handling of part of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to the Chief Executive at the Braid Ballymena Town Hall, 1-29 Bridge Street, Ballymena, BT43 5EJ.

Please remember to quote the reference number FOI/422/1819 in any future communications.

If you are not content with the outcome of an 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.

Please be advised that Mid and East Antrim Borough Council may release the response to this information request into the public domain via our website at <https://www.midandeantrim.gov.uk/>.

If we publish our response to your request, your personal data will be removed to protect your privacy.