



19 February 2024

Gold

By email: fyi-request-25503-de63e77d@requests.fyi.org.nz

Tēnā koe Gold

Official information request regarding materials provided to hiring staff managers

I refer to your official information request dated 24 January 2024:

“Can you provide all information (policies, guidelines, training materials etc) provided to professional staff managers about how to make an offer to a new hire.”

Information for staff regarding how to make offers of employment is available to staff members via the staff intranet. This information includes checks to make prior to making an offer, information to include when an offer of employment is made to a prospective employee and advice regarding notifying unsuccessful candidates.

People and Capability staff are also available to assist and provide advice regarding the offer of employment process.

Copies of the relevant intranet pages and associated documents are attached.

You have the right to seek an investigation and review by the Ombudsman of the decisions made regarding this request. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact me at oiarequests@vuw.ac.nz.

Ngā mihi nui

Blair Doherty
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Legal Services
Te Herenga Waka—Victoria University of Wellington