

13 February 2020

OIA: 2020-006

S Paurini

Email: fyi-request-12013-da22e279@requests.fyi.org.nz

Official information Request: [2020-006]

Dear Mr Paurini

Thank you for your request for official information, received on 12 January 2020, requesting the following information under the Official Information Act (1982):

Job interview: part-time role as a Ward Administrator (ref: 104233748) at Wellington Hospital.

1. Please provide the full file including pre-interview and post interview emails, paper notes and any reports. Also provide the question forms used, the notes taken by the interviewers -Melanie Allen and George Shaw - in response to my answers.

2. Please provide a copy of your employment policy for: people with disabilities, Maori and older applicants.

Since I first applied, I have noticed the same role has been advertised again, twice. I have questions about my further application (plus previous applications) but I will wait until I read through the file and notes made regarding the interview with Melanie Allen and George Shaw.

Response

1. We are able to supply the templates used for the telephone Interview questionnaire and the interview questions and pre-interview and post-interview emails. We are unable to supply the interview notes as these were destroyed after three months.
2. A copy of our recruitment guidelines is attached.

Thank you for your enquiry. We trust it meets your requirement/s, however should you require any further information please feel free to contact me.

You have the right, under section 28 of the Act, to seek a review or to ask the Ombudsman to review the information that has been provided to you.

Regards,



Thomas Davis

General Manager Corporate Services

Released under the Official Information Act