



17 May 2022

Louie Markus Jaudo

By way of email only: fyi-request-19158-89100cc2@requests.fyi.org.nz

Dear Louie

**Official Information Request:**

Further to your request dated 18 April under the Official Information Act 1982, specifically you have requested

***All the relevant information in relation to declining my applications, the policy, process, the reasons for declining my applications relevant to the positions, What were the reasons for not shortlisting my application compared to those shortlisted, including age, gender, qualifications and experience. I need to know to know the age, gender and whether the successful applicant of each Job Number listed below was an internal or external application***

The information we can supply you for positions you have applied for is;

Inventory Analyst, Job Number: WAI20753 Mar, 2022  
19 applicants – 4 interviewed

Operations Coordinator, Job Number: WAI20244 Feb. 2022  
16 applicants – 5 interviewed

Manager- Production Planning, Job Number: WAI19200 Jan. 2022  
5 applicants – 2 interviewed

Administrative Coordinator, Job Number: WAI11455 Jan. 2022  
60 applicants – 4 interviewed

Administrator, Job Number: WAI16337 Jan. 2022  
51 applicants – 1 interviewed (system not updated to show all interviewed)

Inventory Analyst, Job Number: WAI19829 Dec, 2021  
23 applicants – 5 interviewed

Store Coordinator, Job Number: WAI16238 Jan.2021  
28 applicants – 6 interviewed

Inventory Analysts, Job Number: WAI14109 July 2020  
63 applicants – 3 interviewed

Inventory Manager, Job Number: WAI17754 , June 2020  
41 applicants – 5 interviewed



Inventory Manager, Job Number: WAI15261 June 2020  
51 applicants – 4 interviewed

Operations Coordinator - Medicine Job Number: WAI16636, Mar. 2020  
7 applicants – 4 interviewed

Regarding your last application for the Inventory Analyst Job Number WAI20753, as advised in our previous correspondence was filled by an internal candidate from within the team.

I have spoken to the Hiring Manager in relation to your application for WAI17754, Inventory Manager Position. This position went to an external candidate.

### **Process**

On application for positions to the Waikato District Health Board an applicant sets up a candidate profile online through our recruitment portal.

This online portal holds information for the roles applied, including CV's, cover letters plus personal information about the individual if provided. The portal is used to keep track of the candidate's progress and holds any notes from the recruitment team and hiring manager about the candidate's application.

We then hold interviews, complete Psychometric testing and receive presentations. The leading candidate is presented with a job offer and on acceptance provides us with information to complete the employment agreement.

For you to apply for roles, you would have set up an online profile. When searching for your name, it appears you have deleted your profile containing all other applications except for the last role, therefore we no longer have access to any submitted information and the reasons you were not progressed as we don't hold paper copies.

### **Feedback**

Regarding your last application for the Inventory Analyst Job Number WAI20753, as advised in our previous correspondence this vacancy was filled by an internal candidate from within the team.

The Hiring Manager advised that the CV you supplied from your interviewed position in Aug 2020 was markedly different to that of the CV you applied for in the last role in March 2022. The employment from Fonterra of 22 months is missing from the latest CV along with the short term role at Jaychem Industries.

The current CV states Datamars Delivery Systems as an employer since 2018, however the previous CV does not state this at all. It may be beneficial to have all employment listed and advise if these were or are fixed term, part-time, full time, employee or contractor. This gives rise to the belief you are not disclosing relevant information to the application.

On discussions with the same hiring manager, she advised me from memory she and another manager interviewed you for the role of WAI17754, Inventory

Manager Position in August 2020. This position went to a candidate outside of the organisation who was very strong in their interview, was enthusiastic and gave answers to questions which matched the job requirements of the position.

The hiring manager has not kept the manual interview notes however she has provided me with her email response to your application advising you were not successful in this application. She also forwarded me a copy of your CV from that application to me which she had from the email exchange.

From memory she advises the role required a person who would inspire and motivate their team and the other candidate demonstrated a stronger footing in this area.

She suggests you may benefit from additional help with interviewing techniques and coaching to portray confidence and positivity, particularly if applying for a managerial role.

As stated above, we cannot give specific notes about each application due to you deleting your profile. We are also not able to provide age or gender information on other candidates as gender is not required to be disclosed when applying for employment. It is also not a factor we take into consideration when we offer employment, therefore as this information does not exist we are refusing this part of your request pursuant to Section 18(e) of the Official Information Act 1982

You have the right to request the Ombudsman investigate and review the decision to withhold information. The Ombudsman's postal address is

The Ombudsman  
Office of the Ombudsman  
P O Box 10-152  
Wellington

Yours sincerely



Jacquie Sherborne  
Acting Executive Director Organisational Support  
Waikato District Health Board