

Ref no: 403170321  
From: Public  
Date: 17/03/21  
Subject: Positions of personal medical secretary and personal assistants

## REQUEST

I am writing to you under the Freedom of Information Act. This request is for the St Helens and Knowsley Teaching Hospitals NHS Trust regarding their recruitment and selection process that explains how job applicants should have job applications shortlisted for interview, the applicants attending interview and the interviewees who were successful including:

1. A copy of any forms used for such short listing.
2. A copy of any information held that is used for and during the training of staff who undertake, chair or participate in face-to-face interviewing of short listed applicants. This is to include sample copies of any interview checklists or forms used to evaluate of score interviewees responses to questions, the completion of tests or exercises or any other activity that informs the decisions to recruit interviewees.
3. A copy of the manner in which e-mail correspondence to middle and senior managers are followed up from potential applicants, for example requesting informal visits up to ensure there is equity for all applicants.
4. A copy of any information the Trust holds that explains the policy and procedure for obtaining job applicant references.
5. A copy of any information the Trust holds that explains the information sent out to short listed applicants prior to interview and how the Trust assesses interviewees who participate at your own- or third-party Assessment Centres.
6. A copy of any information the Trust holds that explains the job candidate scoring system.
7. All interviewees selected for personal medical secretary positions across the trust
8. The qualifications and scoring of each interview of successful interviewee's
9. The location and date of all interview's that took place for personal medical secretary and PA positions across the trust between January 2020 and March 2021

10. In summary, I request that the Trust provides me with a full disclosure of all of their internal and external recruitment and selection policy and procedure.

I request all the information with personal details redacted regarding the recent, advertisement, application process, interview/selection procedure and subsequent appointment of the personal medical secretaries and personal assistant posts in between January 2020 and March 2021.

## RESPONSE

1. These are not available in form format. The criteria for shortlisting is taken from the person specification as advertised and is completed electronically by the shortlister. This is embedded in the vacancy on the e-recruitment system the content of which is bespoke to each vacancy.
2. The Recruitment and selection Policy forms the basis of how recruitment activity is undertaken in the Trust. Please see attached Copy of AfC interview template attached.
3. This is agreed between the recruiting manager and individual and is not stored centrally.
4. Please see recruitment and selection policy attached at Q2.
5. Notification of interview and ability to book onto interview slots is contained within the specific vacancy within the e-recruitment system. For such graded roles assessment centers aren't held.
6. This is included in the interview template provided at Q2.
7. Please see section 12 document
8. Please see section 12 document
9. Interrogation of the e-recruitment system shows that during the period 1<sup>st</sup> January 2020 – 31<sup>st</sup> March 2021 a total of 60 interviews took place across the Trust for job roles titled
  - Medical Secretary
  - Personal Medical Secretary
  - Personal Assistant

The location of each interview cannot be determined without accessing each file on the e-recruitment system. Please see Section 12 request.
10. Please see Section 12 document