ANNEX A

FOI DOF/2026-0010

Request

1 – Daily Breakdown by Panel (Panels 1–4) for All Interview Days Please provide a full daily breakdown for each panel for all interview dates for competition IRC313809, including:
Interview date
Panel number (Panel 1–4)
Number of candidates interviewed
Number of candidates who passed
Number of candidates who received regret Whether any interview on that day was a deferral Total interview score for each anonymised candidate for each interview day

2 – Scoring Guidance, Training and Panel Instructions In your previous response you confirmed that Annex C was provided and that all panel members received NICS Recruitment & Selection Training.
Please now provide any of the following documentation held:
Scoring and Competency Guidance
Any additional scoring instructions issued Competency scoring guidance Examples, definitions, or descriptors used to interpret scoring levels Panel briefing notes or instructions on how to apply the marking framework Any calibration or standardisation material issued to panels

Recruitment & Selection Training Material provided to panel members:
Training slides or presentations
Written manuals or supporting documentation E-learning materials (or copies/extracts) Any guidance specifically aimed at interview panel members Any equality, diversity or unconscious bias training included

3 – Supplementary / Probing Questions and Consistency Measures Please provide:
A. Supplementary / probing questions
Whether the same supplementary or probing questions were agreed in advance for all four panels Yes/NO Or whether each panel had discretion to ask different supplementary questions

B. Please explain:
How consistency and fairness were maintained How it was determined when and how many supplementary questions to ask? If didn't meet criteria/lacked information/evidence was more questions asked? What is most supplementary questions allowed? How it was determined not to ask all supplementary questions allowed if time still remaining?
How the process ensured all candidates were treated consistently

C. Quality assurance
Please provide any held documentation showing:

Cross-panel moderation
Review of scoring patterns across the four panels Panel chair oversight notes Any other consistency-checking or quality-assurance processes used

4 – Panel Composition and Pre-Interview Briefing The NICS Recruitment Policy and Procedures Manual states that all panel members must meet prior to interviews to agree:
Lead questions
Indicators of positive performance
Process for supplementary and probing questions

Please provide:
Any minutes, notes, agendas, emails or documentation confirming that this pre-interview meeting took place Confirmation of whether it was held jointly for all four panels, or separately If held separately, how consistency across panels was ensured

5 – Panel Consistency
Please confirm:
Whether all four panels had the same panel members throughout the entire interview process If panel composition changed at any time, please provide:
which panel(s) were affected
the date(s) changes occurred
the role of the member added/removed (not personal details)

Redactions
Where required, please provide redacted copies of documents rather than withholding them in full.

DoF response

I can confirm the department holds some of the information requested.

1. Please see information provided at Annex C.

2. For scoring and competency guidance, information you have requested is held by the Department but is exempt under section 21(1) of the Freedom of Information Act. Section 21 exempts information if this information is reasonably accessible to the applicant by other means. Section 21 is an absolute exemption, and the Department is not required to consider whether the public interest favours disclosure of this information. This information can be found at: FOI DOF/2025-0711 - IRC313809 - Number shortlisted and interviewed, breakdown of successful candidates by each panel, panel composition, verification of candidate experience and vacancy status | Department of Finance No further information is held in this regard.

Recruitment & Selection Training Material provided to panel members is attached at Annexes E – H.
As the e-Learning package, Recruitment and Selection – Legislation, isn't available in pdf format; the document at Annex G is the equivalent of the e-Learning package completed by NICS panel members and is provided to those who do not have access to the LInKS learning management system.

3. a) Yes

   b) The decision on which/how many supplementary questions to ask is determined by the panel according to the information provided by the candidate in response to the interview question. Panels receive the same training in relation to the use of supplementary questions thereby promoting equity of approach.

   c) The information requested is not held.

4. A joint pre-board meeting was held prior to interviews, involving all four panels. The invite to the meeting is attached at Annex D, no other documentation is held.
   Some information is being withheld because it is exempt under section 40(2) of the Freedom of Information Act. Section 40(2) exempts personal information from disclosure if that information relates to someone other than the applicant, and if disclosure of that information would, amongst other things, contravene one of the data protection principles of the Data Protection Act.
   In this case, I believe disclosure would contravene the first data protection principle, which provides that personal data must be processed lawfully and fairly. Section 40(2) is an absolute exemption and the Department is not obliged to consider whether the public interest favours disclosing the information.

   Having considered all the information contained within the Legitimate Interest Test – lawful, fairness and transparency test (attached as a separate document – Annex I), the department has established that, on balance, there is no lawful basis for the disclosure of the remaining third-party personal data falling within the scope of the request of which the requester is not the data subject.

5. Yes, all four panels had the same panel members throughout the interview process.