

FOI DOF/2023-0463

**Request**

**RE: IRC293830 Principal Legal Officer competition**

1. All guidance documents provided to panel members when assessing my application;
2. All scoring matrixes applied in the eligibility and shortlisting exercises on my application;
3. All instructions given to panel members when assessing my application;
4. Confirmation of the minimum score invited to interview and all documents setting out the rationale for shortlisting and/or choosing those to be interviewed;

**DoF Response**

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

1. There is no guidance available for HRConnect to issue to Panels in advance of the sift, however, HRConnect will provide panels with advice during the sift meeting, in line with NICS policy. In addition to this, panel members must complete Recruitment and Selection – Standards and Skills training prior to sitting as panel members, which includes training regarding conducting sifts.
2. Please see attached sift matrix (Annex B).
3. Please see attached marking frame (Annex C).
4. Candidates who achieved a score of 7 or higher in shortlisting criteria 1 have proceeded to interview.