

20 January 2021

[REDACTED]

By email: [REDACTED]
Ref: H202009298

Dear [REDACTED]

Response to your request for official information

Thank you for your request under the Official Information Act 1982 (the Act) to the Ministry of Health (the Ministry) on 13 December 2020 for information about the recruitment of research advisors/analysts. Specifically, you requested:

“... copies of the latest documents or relevant documents below for a research advisor/analyst position

- 1. recruitment policy*
- 2. screening and assessing candidates*
- 3. recruitment road map*
- 4. interview guide*
- 5. interview questions*
- 6. shortlisting template”*

The Ministry’s People and Capability Team provides comprehensive guidance to managers when hiring new employees. The specific information you have requested in the first three parts of your request is refused under section 18(e) as it doesn’t exist.

Documents identified within scope of parts 4 and 5 of your request are withheld in full under section 9(2)(k) to prevent the disclosure or use of official information for improper gain or improper advantage. The release of the interview guide and questions into the public domain risks the Ministry advantaging or disadvantaging prospective candidates.

The Ministry’s shortlisting matrix templates have been identified within scope of part 6 of your request. They are attached as Document 1 to this letter.

Under section 28(3) of the Act you have the right to ask the Ombudsman to review any decisions made under this request. The Ombudsman may be contacted by email at: info@ombudsman.parliament.nz or by calling 0800 802 602.

Please note that this response, with your personal details removed, may be published on the Ministry website at: www.health.govt.nz/about-ministry/information-releases/responses-official-information-act-requests.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Celia Wellington'.

Celia Wellington
Acting Deputy Director-General
Corporate Services

Shortlisting Matrix – insert Name of Role

Applicant name	Relevant qualifications? Y/N	Quality of CV & cover letter Y/N	Application Question 1 (turn over for Scoring Guidelines) / 5	Application Question 2 (turn over for Scoring Guidelines) / 5	Skills & Experience required as per Position Description				Comments	Shortlist? Y/N
					Insert detail Y/N	Insert detail Y/N	Insert detail Y/N	Insert detail Y/N		

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Shortlisting Matrix – *insert Name of Role*

Applicant name	Relevant qualifications?	Quality of CV & cover letter	Skills & Experience required as per Position Description				Comments	Shortlist? Y/N
	Y/N	Y/N	Insert detail Y/N	Insert detail Y/N	Insert detail Y/N	Insert detail Y/N		

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