

Reports for publication as approved by the Commission at the meeting of 17 April 2024

Competition about an Examinations and Assessment Manager Music within a Public Body

The candidate complained that:

- She demonstrated in her suitability for the role in both application form and at her interview
- The scoring process at the main interview stage was not carried out in line with the Code of Practice
- The scores awarded to her following interview were incorrect and do not reflect her experience and qualifications
- Feedback provided was not clear or meaningful
- There was no reference to a minimum pass mark in the main interview guide

The Commission examined relevant campaign records, including successful and unsuccessful candidates notes and scores and are satisfied that all candidates were treated in the same manner and followed a similar line of questioning. The recruiter provided the Commission with evidence that the board members were trained and suitably placed to sit on the board. They were also provided with the interview guidelines prior to the interviews. The Commission was satisfied there was no breach of the Code on the selection process.

On examining the feedback provided, The Commission was satisfied it reflects the candidate's performance at interview and is therefore consistent with the Code of Practice.

The pass mark for any competition is determined by the recruiter and the Commission has no role in this determination. The Commission was satisfied once all candidates were subject to the same pass mark and treated in a fair and transparent manner.

Competition for a position within the health sector

The candidate complained that:

- The line of questioning at interview was not applicable to the post
- The interview board lacked experience in undertaking competency based interviews
- The feedback provided did not cover all competencies
- She scored significantly higher in a different competition which was run by the same recruiter
- She became upset during the interview and this was noted in the formal feedback. Within the feedback it stated that an "Exceptional Incident Form" was completed but she was not provided with a copy of the form despite requesting all documentation relating to her interview

The Commission examined relevant campaign records, including successful and unsuccessful candidates notes and scores and are satisfied that all candidates were treated in the same manner and followed a similar line of questioning. The recruiter provided the Commission with evidence that the board members were trained and suitably placed to sit on the board. They were also provided with the interview guidelines prior to the interviews. The Commission was satisfied there was no breach of the Code on the selection process. In particular, the Commission was satisfied the questioning of the candidate on Covid cleaning procedures were relevant to the role and appropriate to be asked.

On examining the feedback provided, The Commission was satisfied it reflects the candidate's performance at interview and is therefore consistent with the Code of Practice.

The Commission could not comment on the candidate's performance in a previous competition as each competition is assessed separately, so scoring highly in one campaign does not guarantee that a candidate will score similar in a different campaign.

Regarding the Exceptional Incident Form (EIF), The Commission accept that campaign records the recruiter provided to the candidate contain similar information but there was one piece of information in the EIF that was not in the other campaign records. The recruiter accepted the Commissions' recommendation that all information requested by a candidate regarding their candidacy be provided to the candidate in the first instance.