



File No. DOIA 2021-1520

10 March 2021

D Dahya

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Dear D Dahya

Thank you for your email of 15 February 2021 to the Ministry of Business, Innovation and Employment (MBIE) regarding our recruitment process and requesting a response to your questions under the Official Information Act 1982 (the Act).

I respond to each of your questions below.

Why am I (and other applicants) unable to re-apply for the re-advertised role?

You had applied for the role and the system would not allow you to apply for it again as the application had already been made. Your application had been reviewed and was deemed not to have met the criteria.

The shortlisting criteria in the re-advertisement had not changed since the original advertisement and the shortlisting process by the hiring manager, and you had already been assessed for this role.

Why has the vacancy been re-advertised a week after applications were declined?

MBIE did not find candidates that met the requirements of the role, and having no suitable candidates, a decision was made by the hiring manager to re-advertise.

Why have I not been given a reason why my first application was declined- impacting on the quality of the second application?

Feedback was provided to you on 16 February 2021 by the recruiter as requested.

Why MBIE have used an outdated job description (dated September 2019) for the recent role-does that relate to the reason why previous applicants are unable to re-apply for the role?

The job description is not outdated, the date is when it was last reviewed and has no impact on whether people are able to apply for the role.

How are the outcome status' updated on closed off applications within an applicant's careers portal?

Once an application has been reviewed the applicant will receive an email update stating whether they have progressed to the next step in the recruitment process or if they have been unsuccessful with their application. The status of their application will then be updated in the system by the recruiter to reflect this.

Has there been any changes to the Careers portal recently?

No recent changes have been made.



Has this problem occurred previously and, if so, what was done to resolve it?

There is no problem as the system is working as expected.

How robust, effective and 'fair' are your recruitment processes are?

MBIE meets the best practice standards for recruitment in the Public Service. Recruitment and selection decisions are open, honest, consistent, fair and merit based when determining the best person for the role. Decisions made by MBIE are professional and objective, with selection based on disclosed relevant, specific selection criteria.

In terms of recruitment practice, MBIE advertises all permanent roles, and temporary roles of longer than six months internally (at a minimum) and/or externally to attract suitable applicants. We select against criteria that is relevant to the role and this is disclosed to applicants through the advertisement and position description for the role. One of the tools provided is a shortlisting matrix to encourage objectivity through the process scoring consistently against confirmed criteria. The recruitment team works with managers to think more broadly around their role to encourage a diverse range of applicants.

MBIE is committed to being an inclusive organisation that values, promotes and supports diversity. We are in the process of developing an Inclusion and Diversity dashboard to understand the experience of different ethnicities through our recruitment process and where we need to target our effort.

In terms of checks, two reference checks must be undertaken for preferred applicants, with one referee should be the candidate's current manager, if possible. The Ministry of Justice criminal history check is mandatory and Police vetting is required for certain roles.

Additional checks are done for roles from General Manager and above. This should also include two previous or current employers, a direct report, and one person who is a colleague or has worked closely with the applicant as a peer.

I hope you find this information helpful.

You have the right under section 28(3) of the Act to request a review by the Ombudsman. The relevant details can be found here: www.ombudsman.parliament.nz.

Yours sincerely



Diane Knowles
Acting General Manager People and Culture
Corporate Governance and Information