

EO pre-sift comments

As soon as cases are received and jacketed on an operational team an Executive Officer (EO) pre-sifts them using the caseworker risk assessment bulletin. This guidance aims to improve consistency across caseworking teams and to indicate potential areas where more careful consideration by caseworkers is needed. The EO assesses each case to identify whether any information necessary to make a decision is missing from the application, makes brief checks against the criteria and decides whether the case can be endorsed at Administrative Officer (AO) level.

- Risk assessment grid
- Risk Categories

What to do if?

- The Risk Assessment grid is checked
- The Risk Assessment grid is not checked
- You disagree with the Pre-Sift comments

Risk assessment grid

The assessment grid shows the main points of consideration regarding the risk of a case. It is divided into criteria-led and intelligence-led assessments.

The EO should make a brief note on the risk assessment grid to instruct the caseworker if any further action is necessary against any points of concern they have and allocate a risk category to the case.

Risk Categories

The gLOBE system ensures that applications can only be cleared, or closed by staff of an appropriate grade. For cases where the risks are perceived as being higher, risk categories are used to ensure that a manager assesses the case before a decision is entered. Similarly, lower risk cases can be cleared at Administrative Officer (AO) level if the EO allocates the case to a low risk category, subject to appropriate sample checks. For a detailed explanation of the risk categories please see Annex A of the caseworker risk assessment bulletin.

What to do if?

The Risk Assessment grid is checked – If the EO who pre-sifted the case has ticked a box in section C of the risk assessment grid, this indicates there are doubts regarding a particular part of the application. Caseworkers should ensure that all relevant checks have been carried out fully. In some cases the EO will have given instructions on the action to be carried out.

B&C internal guidance – website version 2.0

- Box 1 Employer – please follow the guidance on Establishing the Employer
- Box 2 Genuine Vacancy – please follow the guidance on Establishing a Genuine Vacancy
- Box 3 Job – follow the guidance on the Skills Criteria
- Box 4 Worker – follow the guidance on Establishing the Overseas National and Qualifications of the Worker
- Box 5 Salary – follow the guidance on Pay and Conditions
- Box 6 Recruitment / Advertising – follow the guidance on Advertising
- Box 7 SBS – follow the pre-sifter's advice
- Box 8 TWES – follow the pre-sifter's advice, including checking that the post is supernumerary
- Box 9 ICTs – follow the guidance on Intra Company Transfers

The Risk Assessment grid is not checked – When the pre-sifter has not identified the need for further checks or information, caseworkers should consider the application as normal. However, all information should still be checked against the criteria, including any that cannot always be identified at pre-sift stage, such as establishing a genuine vacancy.

You disagree with the Pre-Sift comments - Caseworkers should address the issue with the EO concerned, clearly setting out the reason for the disagreement and presenting the evidence. If the EO who pre-sifted the case is not available, speak to another manager on the team.