



Ministry of Defence Police

Data Protection Officer & Freedom of
Information Manager

Room 127 Building 1070
MDP Wethersfield
Braintree CM7 4AZ
United Kingdom

Our Ref. FOI: FOI2014/08525

Your Ref: RFI: 236.14

Telephone: +44 (0)1371 [REDACTED]

Facsimile: +44(0) 1371 854080

E-mail: MDP-FOI-DP@mod.uk

[REDACTED]

[REDACTED]

Date: 29 December 2014

Dear [REDACTED]

**FREEDOM OF INFORMATION ACT 2000. MINISTRY OF DEFENCE POLICE:
PROMOTION INTERVIEWING.**

I acknowledge receipt of your e-mail of 23 December 2014, which we are treating as request for information in accordance with the Freedom of Information Act 2000 (FOIA 2000).

In your e-mail of 23 December 2014, you requested the following information:

- 1. Within which MDP, MOD and/or Civil Service policy document(s) are the rules and regulations governing the conduct of such interviews found?*
- 2. By what process are those who sit as a member of the Interview Panel selected and trained to carry out that task?*
- 3. Are those who make up the Interview Panel reassessed at any given time after their initial training? If so, how is that reassessment conducted and how frequently is it carried out? What records (if any) are kept of their reassessment?*
- 4. Written notes are made by members of the Interview Panel and a representative of the Workforce Planning Team (WPT) at the time of the interview. How are the comments and observations contained within those written notes formally recorded and what happens to those written notes after the Interview has been completed?*

A search for information has now been completed and I can confirm that information in scope of your request is held

1. *Within which MDP, MOD and/or Civil Service policy document(s) are the rules and regulations governing the conduct of such interviews found?*

Manual of Guidance – Interim Vacancy Management Arrangements. The Manual of Guidance can be found at:

DII: Business Functions>MDP Vacancies and Promotions>Supporting Information
MDPnet: A-Z>Workforce Planning Team>Support Material

2. *By what process are those who sit as a member of the Interview Panel selected and trained to carry out that task?*

Selection is based on eligibility, completed either the MDP selection and Interview Assessment course or MoD equivalent, Civil Service Learning and old style Bramshill interviewing training.

3. *Are those who make up the Interview Panel reassessed at any given time after their initial training? If so, how is that reassessment conducted and how frequently is it carried out? What records (if any) are kept of their reassessment?*

Assessors are given a standardisation brief if they have not interviewed/assessed for a period of time. The Panel Chair is responsible for guiding Assessors who are new or have not been used in previous 6 months.

4. *Written notes are made by members of the Interview Panel and a representative of the Workforce Planning Team (WPT) at the time of the interview. How are the comments and observations contained within those written notes formally recorded and what happens to those written notes after the Interview has been completed?*

All notes are retained that have been used during any interview process. The Panel Secretary (normally a member of the WPT – but this can be another trained Assessor) is responsible for noting and then transcribing into typed format - the candidate feedback summary of the three panel members when agreeing the individual competency scores. Candidates receive a copy of the typed feedback and then all material is placed on Personal File.

If you are not satisfied with this response or wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Team, 1st Floor, MOD Main Building, Whitehall, London SW1A 2HB (email CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate the case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website (<http://www.ico.gov.uk>).

Yours sincerely

A solid black rectangular redaction box covering the signature area.