



Ministry  
of Defence

[REDACTED]  
Defence Business Services  
[REDACTED]  
[REDACTED]  
[REDACTED]

Ref: FOI2015/04186/[REDACTED]

E-mail: [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Email: [REDACTED]

29 May 2015

Dear [REDACTED]

Thank you for your email of 5 May 2015 to the Ministry of Defence (MOD) requesting information on the external recruitment process. Your email has been treated as a request for information under the Freedom of Information (FOI) Act 2000. You asked:

- *Could you please provide me with the information that shows the length of time (in working days) it took to the department to employ every new member of staff from outside the Civil Service in the most recent financial year (2014/15)? This length of time should cover the number of working days from initial external advertisement of the post until the first working day of the new employee. If you do not hold this information on the number of working days for every external hire, then the next best alternative would be an estimate of the average number of working days.*
- *Could you please also tell me the number of people who joined the department in every one of the five financial years since 2010/11 without undergoing a competency-based interview?*

A search for the information has now been completed within the MOD, and I can confirm that the information within the scope of your request is held.

Section 12 of the FOI Act has been applied to your first question. Section 12 makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the appropriate cost limit, which for central government is set at £600. This represents the estimated cost of one person spending 3.5 working days in determining whether the department holds the information, and locating, retrieving and extracting it.

The MOD has processed 2106 external posts in Financial Year 2014/15, however to calculate the number of working days it took to employ every external candidate would exceed the appropriate cost limit as it would take on average 10 minutes per post. That is 351 hours effort at £25 per hour which is £8,775.

However I can provide you with average length of time to recruit an external candidate Financial Year 2014/15 was 101 working days.

The total number of MOD employees who joined the department without a competency based interview is shown below. Please note that the people below were employed on a casual appointment terms and for a limited period which cannot exceed 2 years.

Financial Year	Total Number
2010/11	65
2011/12	30
2012/13	162
2013/14	169
2014/15	145

Please note that the MOD Trading Funds (Defence Support Group, Defence Science and Technology Laboratory, United Kingdom, Hydrographic Office) have delegated authority for pay and personnel issues and information about their civilian staff would have to be sought directly from them.

If you are not satisfied with this response or you 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 Compliance team, 1<sup>st</sup> Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [CIO-FOI-IR@mod.uk](mailto: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 your 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,

  
  
 Secretariat