



Ref: FOI2020/10503

Defence Business Services
Head DBS Secretariat
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16 October 2020

Dear

Thank you for your email of 18 September to the Ministry of Defence (MOD), seeking information about recruitment policy in the MOD.

You requested the following information:

“(1) The ‘retention policy’ referred to in your response;

(2) The instruction issued to destroy documents pertaining to the vacancy of System Safety Trainer (internal applicants (job ref not stated); and external applicants under the three job references);

(3) Full details of the source/sources of the erroneous information contained within your FOI response.

(4) Full true copy of the written instructions issued by the MOD and/or DBS and/or GSR declaring (informing MOD and DBS Line Managers and HR Managers) that the IBM ‘psychometric tests’ must no longer be used in MOD recruitment/selection procedures”.

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

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

In answer to (Q1), please find a copy of the retention policy document attached to this letter.

In answer to (Q2), documents pertaining to the specific vacancy you refer to would have been disposed of in accordance with the retention policy.

In answer to (Q3), information to answer your previous request was provided by the Government Recruitment Service and Defence Business Services Civilian Personnel teams.

Finally, in answer to (Q4) this information is not held by the Ministry of Defence, as the policy regarding the use of psychometric tests for Civil Service recruitment is determined by the Cabinet Office and the application of these tests on the CS Jobs recruitment platform for the

whole of government is the responsibility of the Government Recruitment Service as administrators of the CS Jobs website.

If you have any queries regarding the content of this letter, please contact this office in the first instance.

If you wish to complain about the handling of your request, or the content of this response, you can request an independent internal review by contacting the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.gov.uk). Please note that any request for an internal review should be made within 40 working days of the date of this response.

If you remain dissatisfied following an internal review, you may raise your complaint directly to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not normally investigate your case until the MOD internal review process has been completed. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website at <https://ico.org.uk/>.

Yours sincerely

A solid black rectangular box used to redact the signature of the sender.

Defence Business Services Secretariat