

## Graham, Rosemary

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**From:** ClareLouise Connolly  
**Sent:** 15 September 2020 16:27

**To:** [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Cc:** Sean Lyttle  
**Subject:** Interviews  
**Attachments:** Draft Final CIAB.DOC

Dear All

Following the pre-board which took place today for most panels please note the following which has been agreed:

If two candidates have the same overall score the panel will be award 0.5 to the candidate who scored higher in Criteria 1, if they are still on a tied score then the higher score in criteria 2 and then 3 etc will be used. Note if there are more than 2 candidates you should use 0.75, 0.5, 0.25 for example. You should then record this in the CIAB for example 'candidate awarded 0.5 as scored higher in criteria 1'. Please do not add other candidates names into any other persons CIAB.

It has also been agreed that the timing for the interview will be 8 mins for criteria 1, and 6 mins each for the other criteria. However please note the chairperson does not need to record specific times taken per question, just the overall start and end time.

Whilst the overall timing of the interviews may be impacted by delays or technical issues candidates should be given the same consistent time to respond to their questions. Please ensure any issues that impact on the timing/ overall interviews are recorded in the CIAB.

It has also been agreed by the panels that should audio or Video stop for any reason and if it can not be quickly resolved that the interview should not proceed. You should advise the candidate to contact HRConnect if possible by audio or the chat function available on webex and then let us know as soon as possible and we will take forward any rescheduling required.

Attached is the draft CIAB with the current approved questions – Cindy, Neil and Paul I would be grateful if as the lead panel you could review and confirm via email that you are content with this version by 12pm tomorrow so that we may prepare and issue the interview packs.

In terms of returning documentation I would also like to highlight that at present panel members are responsible for the return of all documents, this can be through special delivery to the Metro building or by notifying us 24 hours in advance of the date and time you intend to deliver them. If coming in person panel members will be required to wear a mask.

Please note name plates will be included in interview packs for those who wish to use them during the interviews.

[REDACTED] – we are still waiting on your panel confirming availability for a pre-board meeting, grateful if you could advise as soon as possible. Nicola I would also be grateful if you could return your ESS number as soon as possible as this is required to set up the appropriate account on webex.

Any other queries or issues before or during the interviews please let us know.

Kind regards

**Clarelouise Connolly**

HRConnect

PO Box 1090

2nd Floor

Metro Building

6-9 Donegall Square South

Belfast

BT1 9EW

**Tel: 028 9244 4323 Ext: 3192**

Contact Centre: 0800 1 300 400

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Part of the Capita Group Plc [www.capita.co.uk](http://www.capita.co.uk)

028 9244 4323

**Graham, Rosemary**

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**From:** ClareLouise Connolly  
**Sent:** 09 September 2020 14:27  
**To:** [REDACTED]  
**Cc:** Sean Lyttle  
**Subject:** FW: Pre-board Materials  
**Attachments:** cisco-webex---panel-members-guidance-for-online-interviews--(080720).pdf; CIB v4 - final.pdf; Interview Schedule -Panel 1-doc.doc; Chairperson Opening Statement.docx; Marking Frame 80.doc; Marking Frame 40.doc; Panel 1 Interview Mark Frame.doc

Dear All

In advance of the pre-board meeting, please see attached the relevant documents.

During the pre-board panels will discuss how they wish to approach the interviews, agree which panels members will ask which questions and agree how to differentiate candidates if they are given the same score.

Please note the CIAB will be forwarded once we receive all questions.

It will also be an opportunity for panel members to test the equipment they will be using for their interviews if they have not already done so. Please refer to the guidance on how to set up and use webex if required.

Once we receive all panel members ESS numbers we will set up the appropriate accounts, please note that the Chairperson for each panel will be given 'host' responsibility.

Please note panel members can choose to interview from home or an office location if they wish, this is at the panels discretion.

A webex link will issue separately for the pre-board on 15<sup>th</sup> September 2020 @2pm. This meeting should last no longer than an hour depending on panel questions.

Please note you will also start to receive separate webex links for each candidate on your schedules. Further changes to these links may be made if we receive withdrawals and reschedules.

We would anticipate that your full interview packs will issue next week once we receive confirmation of where all panel members would like these issued too, and the finalised CIAB.

In terms of returning documentation I would also like to highlight that at present panel members are responsible for the return of all documents, this can be through special delivery to the Metro building or by notifying us 24 hours in advance of the date and time you intend to deliver them. If coming in person panel members will be required to wear a mask.

If you have any issues or questions in advance of the pre-board, please let me know.

I would also like to apologise for the number of emails that you may have received to reach this point in the competition, thank you for your patience.

Kind regards

**Clarelouise Connolly**  
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PO Box 1090  
2nd Floor

Metro Building  
6-9 Donegall Square South  
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Good morning/afternoon, my name is (chairperson) and this is (panel member 1). I would be grateful if you can confirm your name and that you can hear and see us ok.

Please note that the panel will not be conducting any video or audio recording and would ask that you confirm that you are not recording this interview.

You have been advised in your invite that you will have to show photographic ID to the screen. I would be grateful if you can go ahead and do that now.

- ID CHECK COMPLETED

During your interview if there are any technology issues, for example, you can't hear or see us please advise us immediately. If we are cut off please use the log-in link again to attempt to re-establish your connection. If you are unable to do so please contact HRConnect using the details on your invite letter.

Please ensure that you are comfortable and that no-one will disturb you. Any enabled notifications on the device you are using should be muted including the caller volume on your mobile phone should you be using your phone or have it separately.

You are not allowed to refer to notes during the interview.

The interview will last approximately 35 minutes during which time we will cover the competences in the following order:

1. **Making Effective Decisions**
2. **Managing a Quality Service**
3. **Delivering Value for Money**
4. **Collaborating and Partnering**
5. **Leading and Communicating**

- At the beginning of each competence we will tell you the competence area before asking the question;
- If you are content, XXXXX will start by asking the **Making Effective Decisions** competence.



**Marking Frame (40)**

<b>Mark</b>	<b>Indicators</b>
33 - 40	<b>Highly Effective Presentation of Relevant Skills and Experience</b> The candidate has demonstrated an excellent understanding of the issues identified in the criterion and has provided very strong evidence of possessing skills and experience relevant to the requirements specified.
24 - 32	<b>Very Effective Presentation of Relevant Skills and Experience</b> The candidate has demonstrated a good understanding of the issues identified in this criterion and has provided strong evidence of possessing skills and experience relevant to the requirements specified.
16 - 23	<b>Effective/Satisfactory Presentation of Relevant Skills and Experience</b> The candidate has demonstrated an adequate understanding of the issues identified in the criterion and has provided satisfactory evidence of possessing skills relevant to the requirements specified.
8 - 15	<b>Below Satisfactory Presentation of Relevant Skills and Experience</b> The candidate has demonstrated a limited understanding of the issues identified and has provided inadequate evidence of possessing the skills and experience relevant to the requirements specified.
0 - 7	<b>Ineffective Presentation of Relevant Skills and Experience</b> The candidate has demonstrated a very limited understanding of the issues identified in this criterion and has presented very little evidence of possessing skills and experience relevant to the requirements specified.





**Marking Frame – 80 Min. 40**

<b>Mark</b>	<b>Indicators</b>
71-80	<b>Highly Effective Presentation of Relevant Skills and Experience</b> The candidate has demonstrated an excellent understanding of the issues identified in the criterion and has provided very strong evidence of possessing skills and experience relevant to the requirements specified.
61-70	<b>Very Effective Presentation of Relevant Skills and Experience</b> The candidate has demonstrated a good understanding of the issues identified in this criterion and has provided strong evidence of possessing skills and experience relevant to the requirements specified.
41-60	<b>Effective/Satisfactory Presentation of Relevant Skills and Experience</b> The candidate has demonstrated an adequate understanding of the issues identified in the criterion and has provided satisfactory evidence of possessing skills relevant to the requirements specified.
23-40	<b>Below Satisfactory Presentation of Relevant Skills and Experience</b> The candidate has demonstrated a limited understanding of the issues identified and has provided inadequate evidence of possessing the skills and experience relevant to the requirements specified.
0-22	<b>Ineffective Presentation of Relevant Skills and Experience</b> The candidate has demonstrated a very limited understanding of the issues identified in this criterion and has presented very little evidence of possessing skills and experience relevant to the requirements specified.



**Source & Select - Interview Mark Frame**

**RE-REC 1.45b(i)**

**Vacancy: HPTO CEA Promotion**

**Vacancy ID: IRC254834**

**Dates of Selection Board: 24<sup>th</sup> September 2020, 29<sup>th</sup> September 2020, 30<sup>th</sup> September 2020, 1<sup>st</sup> October 2020, 7<sup>th</sup> October 2020 and 8<sup>th</sup> October 2020**

**Composition of the Selection Board:**

Position	Name	Grade	Department/Agency
Chairperson	[REDACTED]	Ppto Civil Engineer	Dfl
Member	[REDACTED]	Ppto Civil Engineer	Dfl
Member	[REDACTED]	Spto Civil Engineer	Dfl

**Notes:**

1. The surnames and known name of all candidates seen by the selection board must be included on this form.
2. All candidates who have reached
  - a. the Overall Pass Mark (if applicable)
  - b. the Minimum Standard(s) (if required)
 are considered to be suitable for appointment and such candidates should be listed in order of merit.



<b>Suitable for Appointment (Candidate Name)</b>	<b>Applicant Number</b>	<b>Agreed Panel Mark</b>	<b>HRConnect use only (Post-Interview Formalities)</b>	<b>Not Suitable for Appointment (Candidate Name)</b>	<b>Applicant Number</b>	<b>Agreed Panel Mark</b>	<b>Did Not Attend</b>

Suitable for Appointment (Candidate Name)	Applicant Number	Agreed Panel Mark	HRConnect use only (Post-Interview Formalities)	Not Suitable for Appointment (Candidate Name)	Applicant Number	Agreed Panel Mark	Did Not Attend

<b>Conflict of Interest</b>	Yes	No
<i>Are competition participants aware of any potential conflict of interest at this stage?</i>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Please note should any potential conflict of interest arise this must be declared to HRConnect immediately, HRConnect will issue a Conflict of Interest Declaration Form to the Panel Member to provide information regarding the Conflict of Interest and the Form should be returned to HRConnect as soon as possible.</i></p>		

**Chairperson's comments, special recommendations etc** (continue overleaf if necessary)

[Empty rectangular box for chairperson's comments and special recommendations]

**Interview Panel Signatures:**

Chairperson:

Member:

Member:

Date:





## Source & Select - Interview Mark Frame

RE-REC 1.45b(i)

**Vacancy: HPTO CEA Promotion**

**Vacancy ID: IRC254834**

**Dates of Selection Board: 12<sup>th</sup> October 2020, 13<sup>th</sup> October 2020, 15<sup>th</sup> October 2020, 16<sup>th</sup> October 2020, 19<sup>th</sup> October 2020, 20<sup>th</sup> October 2020**

### Composition of the Selection Board:

Position	Name	Grade	Department/Agency
Chairperson	[REDACTED]	Ppto Civil Engineer	Dfl
Member	[REDACTED]	Spto Civil Engineer	Dfl
Member	[REDACTED]	Deputy Principal	Dfl

### Notes:

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  - b. the Minimum Standard(s) (if required)are considered to be suitable for appointment and such candidates should be listed in order of merit.



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<b>Suitable for Appointment (Candidate Name)</b>	<b>Applicant Number</b>	<b>Agreed Panel Mark</b>	<b>HRConnect use only (Post-Interview Formalities)</b>	<b>Not Suitable for Appointment (Candidate Name)</b>	<b>Applicant Number</b>	<b>Agreed Panel Mark</b>	<b>Did Not Attend</b>

<b>Conflict of Interest</b>	Yes	No
<i>Are competition participants aware of any potential conflict of interest at this stage?</i>	<input type="checkbox"/>	<input type="checkbox"/>
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**Chairperson's comments, special recommendations etc** (continue overleaf if necessary)

**Interview Panel Signatures:**

Chairperson:

Member:

Member:

Date:

**Source & Select - Interview Mark Frame**

**RE-REC 1.45b(i)**

**Vacancy: HPTO CEA Promotion**

**Vacancy ID: IRC254834**

**Dates of Selection Board: 28<sup>th</sup> September 2020, 30<sup>th</sup> September 2020, 2<sup>nd</sup> October 2020, 5<sup>th</sup> October 2020, 6<sup>th</sup> October 2020 and 8<sup>th</sup> October 2020**

**Composition of the Selection Board:**

Position	Name	Grade	Department/Agency
Chairperson	[REDACTED]	Ppto Civil Engineer	Dfl
Member	[REDACTED]	Spto Civil Engineer	Dfl
Member	[REDACTED]	Spto Civil Engineer	Dfl

**Notes:**

1. The surnames and known name of all candidates seen by the selection board must be included on this form.
2. All candidates who have reached
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<b>Suitable for Appointment (Candidate Name)</b>	<b>Applicant Number</b>	<b>Agreed Panel Mark</b>	<b>HRConnect use only (Post-Interview Formalities)</b>	<b>Not Suitable for Appointment (Candidate Name)</b>	<b>Applicant Number</b>	<b>Agreed Panel Mark</b>	<b>Did Not Attend</b>

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<b>Conflict of Interest</b>	<b>Yes</b>	<b>No</b>
<i>Are competition participants aware of any potential conflict of interest at this stage?</i>	<input type="checkbox"/>	<input type="checkbox"/>
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**Chairperson's comments, special recommendations etc** (continue overleaf if necessary)

[Empty rectangular box for chairperson's comments and special recommendations]

**Interview Panel Signatures:**

Chairperson:

Member:

Member:

Date:



## Source & Select - Interview Mark Frame

RE-REC 1.45b(i)

Vacancy: HPTO CEA Promotion

Vacancy ID: IRC254834

Date(s) of Selection Board: 6<sup>th</sup> October 2020, 7<sup>th</sup> October 2020, 8<sup>th</sup> October 2020, 9<sup>th</sup> October 2020, 13<sup>th</sup> October 2020, 14<sup>th</sup> October 2020, 15<sup>th</sup> October 2020

### Composition of the Selection Board:

Position	Name	Grade	Department/Agency
Chairperson	[REDACTED]	Ppto Civil Engineer	Dfl
Member	[REDACTED]	Spto Civil Engineer	Dfl
Member	[REDACTED]	Deputy Principal	Dfl

### Notes:

1. The surnames and known name of all candidates seen by the selection board must be included on this form.
2. All candidates who have reached
  - a. the Overall Pass Mark (if applicable)
  - b. the Minimum Standard(s) (if required)are considered to be suitable for appointment and such candidates should be listed in order of merit.



<b>Suitable for Appointment (Candidate Name)</b>	<b>Applicant Number</b>	<b>Agreed Panel Mark</b>	<b>HRConnect use only (Post-Interview Formalities)</b>	<b>Not Suitable for Appointment (Candidate Name)</b>	<b>Applicant Number</b>	<b>Agreed Panel Mark</b>	<b>Did Not Attend</b>

Suitable for Appointment (Candidate Name)	Applicant Number	Agreed Panel Mark	HRConnect use only (Post-Interview Formalities)	Not Suitable for Appointment (Candidate Name)	Applicant Number	Agreed Panel Mark	Did Not Attend



<b>Conflict of Interest</b>	Yes	No
<p><i>Are competition participants aware of any potential conflict of interest at this stage?</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Please note should any potential conflict of interest arise this must be declared to HRConnect immediately, HRConnect will issue a Conflict of Interest Declaration Form to the Panel Member to provide information regarding the Conflict of Interest and the Form should be returned to HRConnect as soon as possible.</i></p>		

**Chairperson's comments, special recommendations etc** (continue overleaf if necessary)

**Interview Panel Signatures:**

Chairperson:

Member:

Member:

Date: