

Ref no: 716130317  
From: Employment References  
Date: 13/03/17  
Subject: Employment References

## REQUEST & RESPONSE

1. Which department/person(s) deals with Employment References at your organisation and what is the name of the Head of Department?

Malise Szpakowska is the Head of Recruitment Department.

2. What is the average hourly rate of the person(s) dealing with Job References? (If outsourced, how much do you pay annually for this service?)

B2/B3 A4C

3. How are Employment References requested for new starters? How are they chased up? (email/telephone/postal service/fax)

All references are requested through our e-recruitment system which sends out automated reminders until the reference is received.

4. How are Employment References completed for ex-employees (email/telephone/postal service/fax)?

All references are completed in writing, either by letter or email depending upon requestor's requirements.

5. How many hours (on average) does your company (or the outsourced company) spend, each month, requesting employment references for new candidates? (for the past 12 months)

The Trust does not record this information in this way. In order to comply with this section of the request, each request would need to be assessed manually.

Under section 12 of the Freedom of Information Act St Helens & Knowsley Teaching Hospitals Trust does not have to comply with a request if we

estimate that the cost of complying with your request would exceed the appropriate limit of £450. The appropriate limit has been specified in regulations. This represents the estimated cost of one person spending 2½ working days in answering the remainder of your questions. Under section 12 of the Freedom of Information Act the Trust is not obliged to comply with your request and we will not be processing this portion of your request any further.

6. How many hours (on average) does your company (or the outsourced company) spend, each month, chasing up employment references for new candidates? (for the past 12 months)

This is automated as part of the e-recruitment system

7. How many hours (on average) does your company spend (or the outsourced company), each month, completing employment references for former employees? (for the past 12 months)

The Trust does not record this information in this way. In order to comply with this section of the request, each request would need to be assessed manually.

Under section 12 of the Freedom of Information Act St Helens & Knowsley Teaching Hospitals Trust does not have to comply with a request if we estimate that the cost of complying with your request would exceed the appropriate limit of £450. The appropriate limit has been specified in regulations. This represents the estimated cost of one person spending 2½ working days in answering the remainder of your questions. Under section 12 of the Freedom of Information Act the Trust is not obliged to comply with your request and we will not be processing this portion of your request any further.

8. How many leavers (on average or exact) does your company have per month? (for the past 12 months)

Average of 44

9. How many new starters (on average or exact) does your company have per month? (for the past 12 months)

Average of 55

10. How many staff does your organisation employ at the moment?

Headcount 5351 as at March 2017