

Date: 30/03/2017

FREEDOM OF INFORMATION REQUEST FOI/013344 – Employment references

1. which department/person(s) deals with Employment References at your organisation and what is the name of the Head of Department? - Centralised Recruitment Team, Head of Department is Andrea Homer, Recruitment Team Leader.
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?) - £9.28 per hour is the mid point of band 3 and all Recruitment Administrators dealing with job references are paid band 3.
3. How are Employment References requested for new starters? How are they chased up? (email/telephone/postal service/fax) - Employment references for new starters are requested via NHS jobs and they are chased up using NHS jobs, email and phone.
4. How are Employment References completed for ex-employees (email/telephone/postal service/fax)? - Employment references for ex-employees are completed by their previous line manager using a standard template which provides factual data only. These can be provided by email or post.
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) - We do not hold this data.
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) - We do not hold this data.
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) -We do not hold this data.
8. How many leavers (on average or exact) does your company have per month? (for the past 12 months) - An average of 27 leavers per month over the last 12 months
9. How many new starters (on average or exact) does your company have per month? (for the past 12 months) - An average of 33 new starters per month over the last 12 months
10. How many staff does your organisation employ at the moment? - 4,800 approximately