



4 July 2018



Dear [redacted]

**Our ref: SSC2018/0086**

I refer to your email received 23 June 2018, where you have queried our response (dated 14 June 2018) to your earlier Official Information Act (OIA) request dated 5 June 2018.

In your request of 5 June 2018 you asked:

*"I understand that you require recruitment candidates to for advisory roles to complete written exercises. Please provide a copy of all question papers used in 2017".*

We interpreted your request to be for copies of "written exercises" that SSC **require** be undertaken for recruitment processes in 2017. Our response to you stated this information does not exist for the reason there is no such requirement for SSC recruitment processes.

Given your follow up question where you have asked for:

*"The information on the discretionary written exercises used by managers in their recruitment processes on case-by-case basis"*

We now understand you are seeking copies of any examples of written exercises that SSC has used in a recruitment process for any advisory role in 2017.

As we advised in our earlier response, this information is not required to be retained and is captured in individual write-ups on each applicant. However, we have consulted with the current managers of the business units within SSC and identified one example where a written exercise was used in a recruitment process in 2017.

A copy of this written exercise is enclosed with this response.

If you wish to discuss this response with us, please feel free to contact [Ministerial.Services@ssc.govt.nz](mailto:Ministerial.Services@ssc.govt.nz).

You have the right to seek an investigation and review by the Ombudsman of this response. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Please note that we intend to publish this letter (with your personal details removed) and the enclosed document on the State Services Commission's website.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'S. Moore'.

Stephen Moore  
Managing Principal  
State Services Commission

This exercise aims to test your analysis and writing skills within a short time frame. You have up to 45 minutes to complete the task.

**Instructions below:**

Please open the blank document on the desktop (Document A), enter your name at the top and save. In this document draft a letter from the State Services Commissioner in response to the email from Jane Smith (Document B).

Your letter in response should be no more than one page.

Please remember to periodically save the document.

---

[By email]

26 July 2017

To the State Services Commissioner,

I am a registered general nurse, 62 years of age. I have worked in a female dominated work force all my life. I have just seen this: [www.beehive.govt.nz/release/pay-equity-bill-introduced](http://www.beehive.govt.nz/release/pay-equity-bill-introduced).

The nursing profession is still the lowest paid professional job, along with support care workers. Why are we still paid so badly for work that helps the most vulnerable? Women were legally granted equal pay 42 years ago.

I am about to retire and my wish is to receive pay equity before I retire. Will this happen?! The State Services should be leading the way on this issue. As Head of the State Services, please address this injustice and set the standard for the rest of the country.

Yours sincerely,  
Jane Smith