



# Guaranteed Interview Scheme

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**Policies and Procedures Control Page**

**Document Control**

Title:	Guaranteed Interview Scheme
Version:	1
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**Change History**

<b>Version</b>	<b>Description of Changes</b>	<b>Approved By (meeting name and date)</b>
1	New document.	Management/Unison Meeting – 5 February 2025

**Linked Documents**

<b>Title</b>
Recruitment Guidelines

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## **1.0 INTRODUCTION**

- 1.1 The Council recognises that there are situations when the use of a guaranteed interview can help and encourage certain groups with different needs, or who are disadvantaged in some way in accessing work.
- 1.2 A guaranteed interview does not mean a guaranteed job. However, it allows for a guaranteed interview where the candidate declares that they meet one of the Guaranteed Interview scheme scope criteria, and also meet the essential job requirements.
- 1.3 Where an Assessment Centre forms the first stage of the recruitment and selection process, the guarantee applies to this first stage not any further stages of the process.

## **2.0 SCOPE**

### 2.1 Disability Confident Employer Scheme

This scheme guarantees an interview to applicants who declare that they have a disability where they meet the essential criteria for the post.

### 2.2 Employer Defence Recognition Scheme

In line with the Armed Forces Covenant Pledge this scheme guarantees an interview to applicants who meet the essential criteria and declare that they are:

- A serving member of the Armed Forces and who is within 12 weeks of their discharge date.
- A service leaver within 3 years of their Discharge date or where the Armed Forces are the individual's last substantive employer.

## **3.0 PROCEDURE**

- 4.1 The vacancy application form will allow applicants to tick a box to declare in which category they fall, in accordance with paragraph 2.0 of this document.
- 4.2 Recruiting managers will be advised if any applicant is entitled to be considered for a Guaranteed Interview under this scheme.
- 4.3 The Scheme may mean that there could be a longer shortlist of candidates than might otherwise arise. No candidate will be displaced from a shortlist by the application of the Scheme.
- 4.4 The Scheme is not a guaranteed job; selection procedures will still ensure the best candidate for the job is appointed based on objective criteria stated in the Person Specification.
- 4.3 For the Employer Defence Recognition Scheme we will request to see evidence of eligibility at interview stage. This will be:
  - Discharge notice for those within 12 weeks of leaving the Armed Forces
  - Service record evidencing date of discharge for veterans
  - A letter from a senior Officer of the Service individual's Unit, Ship or Establishment to the recruiting manager confirming that the named person is a currently serving member of the Armed Forces

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4.4 Where an individual has falsely claimed a guaranteed interview under this scheme any offer of employment may be withdrawn or employment terminated.