

Recruitment

Guaranteed Interview Schemes

Purpose

The Guaranteed Interview Scheme is a programme that provides certain benefits to applicants based on specific criteria to ensure we offer fair and inclusive recruitment practices and provide equal opportunities for all.

Eligibility

Cumberland Council offers a guaranteed interview scheme to support people who face barriers to employment. If applicants meet the essential criteria for a job role and answer 'yes' to one or more of the following conditions, they are guaranteed an interview:

- Those who consider themselves disabled as defined by the Equality Action 2010
- Those in care or have left care and are aged 24 and under
- Armed forces veterans whose last long-term substantive employer was the armed forces.

Where the candidate is an armed forced veteran, only externally advertised roles and external candidates will be in scope as the candidate's last long-term substantive employer must be the armed forces.

Manager Responsibilities

During the shortlisting process, managers should identify from the candidate's application whether they have indicated that they meet the set criteria for a guaranteed interview.

If they do meet the criteria they must be invited to interview for the role alongside other applicants you would've shortlisted. This will ensure a guaranteed-interview candidate does not displace another candidate that also meets the essential criteria, thus widening the shortlist and ensuring the equality of opportunities.

A guaranteed interview is not a guaranteed offer of employment. It is a commitment to offering a fair and inclusive selection opportunity and our selection processes will ensure we appoint the best candidate for the job.

HR Guidance

Hiring Managers



At interview, candidates shortlisted due to our guaranteed interview scheme should be given equal opportunity and asked the same questions as any other candidate.

Candidates who have previously been veterans should be asked to bring their Military Service Records pack to the interview. As a hiring manager, you need to ask the candidate to show you this pack and verify the individual's military service record to determine they are eligible for the guaranteed interview.