



Guaranteed Interview Scheme (GIS) Guidance

1. Disability Confident Employer

As part of being a Disability Confident employer we guarantee to interview anyone with a disability whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that applicants must provide us with evidence in their application form which demonstrates that they generally meet the level of competence required for each competence, as well as meeting any of the qualifications, skills or experience defined as **essential** in the person specification.

2. What do we mean by disability?

You have a disability under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

What 'substantial' and 'long-term' mean:

- 'Substantial' is more than minor or trivial, eg. it takes much longer than it usually would to complete a daily task like getting dressed
- 'Long-term' means 12 months or more, eg. a breathing condition that develops as a result of a lung infection

3. How do applicants apply?

To be considered under the scheme, applicants must disclose that they have a disability and would like to be considered for the scheme. This is on the declarations page of the application form. Please note that the nature of the disability, if stated on the equal opportunities page, will not be sent to the hiring manager.

Any false declaration of disability to obtain an interview will subsequently invalidate any offer of a post.

4. Frequently Asked Questions (FAQ)

To what extent does the applicant have to meet the criteria to be shortlisted under the GIS?

Applicants who apply under the GIS should be shortlisted if they demonstrate within their application that they meet the **essential** criteria for the post.

The hiring manager should ensure that the essential criteria for the post is essential and doesn't disadvantage applicants with a disability unnecessarily.

What happens if I have too many applicants that meet the essential criteria under the GIS?

It is important to note that there may be occasions where it is not practicable or appropriate to interview all people with a disability that meet the essential criteria for the job. For example, in certain recruitment situations such as high number of applications, seasonal and high-peak times, the employer may wish to limit the overall numbers of interviews offered to both people with and without a disability.

In these circumstances the employer could select the candidates with a disability who best meet the essential criteria for the job rather than all of those that meet the essential criteria, as they would do for applicants without a disability.

5. Links to Further Guidance and Advice

- [Disability Confident and CIPD: guide for line managers on employing people with a disability or health condition](#)
- [Employing disabled people and people with health conditions](#)
- [Guide to Reasonable Adjustments](#)