

GET *inclusive*

Guaranteed interview scheme



SCOPE



Equality for
disabled people



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1. Guranteed interview scheme toolkit

Rationale

Scope research shows disabled jobseekers apply for 60% more roles than non-disabled people.

Recommendation

Introducing a guaranteed interview scheme for disabled people will help prevent discrimination. More accessible recruitment procedures will provide equality for disabled jobseekers and this will help reduce the disability employment gap.

Steps

Step 1: Create policy.

Step 2: Train staff in recruitment and selection process.

Step 3: Review and agree minimum criteria for each post.

Step 4: Create checklist to assess applicants.

Outcomes

- Increase disabled applicants.
- Gather data on success rates of applicants.
- Analyse impact on staff demographic.



Statistics

Scope research continues to highlight inequality within the labour market:

- disabled jobseekers apply for **60%** more roles than non-disabled people before securing work
- **21%** individuals go as far as hiding disability from employers
- **85%** say employer attitudes have not changed since the Paralympics in 2012

[Read Scope's employment research](#)

Benefits of inclusive recruitment

The benefits of an inclusive recruitment and selection process include:

- more high-quality candidates
- a workforce that reflects the diversity of your customers
- new skills and knowledge in the business

[Benefits of employing a diverse workforce \(GOV.UK\)](#)

Disabled jobseekers apply for 60% more roles than non-disabled people before securing work.

Guaranteed interview policy

A guaranteed interview scheme for disabled jobseekers helps remove discrimination and access issues in recruitment.

You only guarantee an interview to those who meet the minimum criteria for the role. This should widen the talent pool available to you and avoids the need to interview unsuitable candidates.

To embed the new policy, it's important to train all those involved in the recruitment and selection process.

The policy should include:

- an agreed statement about the scheme on all job adverts
- a review of job descriptions to identify essential minimum criteria
- a way to monitor, register and track applicants
- central support for hiring managers to address access needs
- a simple form to apply for a guaranteed interview

[Download an example form](#)

Hiring managers do not need to know everything about disability. The key is to ask disabled applicants what they need.



Disability awareness

Our End the Awkward resources can help:

- increase your staff's disability awareness
- support the cultural change your organisation needs

Hiring managers do not need to know everything about disability. The key is to ask disabled applicants what they need.

Our Let's Talk session will help your staff to gain confidence and ask questions in a safe space. We'll also be there to help with specific queries when they are recruiting.

Minimum criteria

Look at the requirements for the role in line with your corporate objectives. Reviewing these will help to identify what is essential. Use these minimum criteria as a checklist for the guaranteed interview scheme.

Core hours

Can the role be made more flexible to appeal to a wider pool of talent:

- Are full-time office hours needed to fulfill the role? Or can there be flexible working?
- Is there the opportunity to work from home or to reduce hours?

Previous experience

- Do the specifications exclude some individuals unfairly?
- Is previous experience necessary?
- Or can you identify the required skills in other ways?

Qualifications

- Does someone need a degree for this role? Is it relevant?
- Does this reduce the pool of potential candidates?

Essential or preferred?

- Could the right candidate gain the qualifications you need on the job?
- Could you consider a traineeship or apprenticeship?

Think about language

Person specifications can include phrases that put off some people from applying. For example:

- “excellent communication skills” can mean talking to customers or presenting in front of a large audience. What do you need for this role?
- “team player” is a subjective phrase. A good team player can be someone who provides data for the team reliably and on

time. But this phrase can put off applicants who find social interaction stressful

Many organisations have diversity and inclusion statements. But employers who highlight their diversity statement have found they attract more candidates.

Mention neurodiversity in your statement. Neurodiverse candidates have told us that they would not apply unless they see this.

Create the checklist

Based on the review of minimum criteria, create a simple checklist for each role. Highlight this in the job description. Make sure all staff involved in the hiring process use this for guaranteed interviewees.

Monitoring outcomes

Monitor the scheme’s impact to see if the talent pool attracted to your organisation has increased.

Record data to show the impact of these changes in creating an inclusive workplace.

More on reporting

Read our Policies and Procedures toolkit

[Government voluntary reporting recommendations \(GOV.UK\)](#)

Get in touch

We'd love to hear from you, drop us an email at getinclusive@scope.org.uk

SCOPE = Equality for disabled people