

## PERSONNEL ADVISORY BULLETIN NO 12

### GUARANTEED JOB INTERVIEW SCHEME

The council is committed to supporting individuals to gain employment through this scheme, which guarantees an interview to any job applicant who considers themselves to meet the criteria below and whom the recruitment panel determine meets the essential requirements for the job as detailed in the person specification.

At all stages of the recruitment and selection process - advertising jobs, arrangements for location and timing of interviews, determining assessment and interview techniques and setting selection criteria, the council has a clear commitment not to unlawfully discriminate against or disadvantage any of the following groups:

- People with disabilities → anyone who has or considers themselves to have a disability;
- Young people with recognised caring responsibilities → either through a Young Carers Statement or identification by a school or professional person;
- Care experienced young people including care leavers (up to the age of 26) → young people who have been in kinship care, foster care or any type of residential care or who are looked after at home with a compulsory supervision order;

The council is also committed to supporting the following groups through this scheme:

- Employees with caring responsibilities (as set out below) → current Angus Council employees who have caring responsibilities;
- Modern Apprentices → current Angus Council Modern Apprentices;
- Graduate Apprentices → current Angus Council Graduate Apprentices;
- Young people who have successfully completed Angus Works or Mini Angus Works placement within the council in the current or last academic year.

A carer, as defined in the Carers Policy, is an employee with significant caring responsibilities that have an impact on their working lives and who may provide care and support to a person who is dependent on them and who is affected by long term illness, disability or other condition or addiction who could not manage to live independently without the employees' help. A dependent is a spouse, partner, civil partner or child of the employee, anyone who lives with the employee as part of his/her family, parent, parent-in-law, grandparent, grandparent-in-law, or other individual reliant on the employee. Note: Many employees assist relatives or friends from time to time and provide valuable help and support but would fall out-with the definition of 'Carer'.

An individual in a current Modern Apprenticeship with Angus Council who applies for an advertised job with the council will be guaranteed an interview where they meet the essential requirements for the job as detailed in the person specification. A job could be a further apprenticeship, a temporary contract

or secondment, a trainee, an intern or job on a progression route for the apprenticeship they are doing.

The scheme applies to all job vacancies within the council including those advertised internally or restricted to a selected group of staff and is an integral part of the council's recruitment and selection procedures.

### **Job Outline and Person Specification**

The job outline must clearly reflect the requirements of the job and ensure that no unnecessary requirements are included which would place any of the above groups at a substantial disadvantage in comparison with any other applicant.

A person specification must be prepared and used throughout the recruitment and selection process. It must clearly outline the **essential** knowledge, skills and experience and other personal attributes necessary for any individual to carry out the duties of the job. In addition, it should also detail any other knowledge, skills and experience and personal attributes, which may be regarded as desirable for any individual to carry out the duties of the job.

### **Recruitment Advertisement**

Advert texts will refer candidates to the Job Outline, Person Specification and Conditions of Service for further information.

### **Information to Applicants**

All applicants will be advised of the scheme at the time of applying for a job. The application form provides applicants with the opportunity to state if they meet the above criteria and are applying on this basis.

### **Shortlisting**

Application forms must be matched against the person specification to clearly highlight whether any applicant applying under the scheme meets **all** of the essential criteria for the job. If so, that applicant **must** be invited to attend for interview. Where there are a large number of applicants meeting the essential criteria and the manager compiles a rank order to decide who to interview, applicants applying under the scheme must be interviewed (even if they are further down the rank order).

Recruiting managers will be asked to complete recruitment forms and to indicate the candidates who have applied under the scheme and under which category.

### **References**

Based on the person specification, reference requests should only ask for information relevant to the job. This, of course, is the case irrespective of

whether the applicant is applying under the scheme or not. No isolated mention should be made of the guaranteed job interview scheme criteria itself.

## **Interviews**

The council has a legal obligation under the Equality Act 2010 to ensure that arrangements for interviews do not place applicants with a disability at a disadvantage.

The council will consider all requests for flexibility and adjustments, made by the applicant, relating to their disability and/or factors connected to the category they have applied under. Where possible, reasonable adjustments will be made to provide assistance to attend and perform during the interview, e.g. *requesting the use of a signer or interpreter, mini loop induction facility, close car parking, accessible interview location and facilities, request for flexibility in interview time to accommodate caring responsibilities etc.*

At interview, it is acceptable to ask an applicant who has indicated they meet the criteria on their application form how it may affect their ability to carry out the duties of the job provided that the issue is dealt with positively and constructively. It is not, however acceptable to ask an applicant to disclose the nature of this.

Human Resources can be contacted for advice and guidance on making reasonable adjustments to interview arrangements, working arrangements, the working environment or the job design if appropriate.

## **Monitoring & Review of Policy**

This policy will be continually monitored and reviewed as necessary to ensure compliance with relevant legislation and business requirements.

## **Data Protection**

When managing an application made under the guaranteed job interview scheme the council processes personal data collected in accordance with its data protection policy, human resources data protection policy, recruitment and employee privacy notice. Further information can be found at Employee Matters - Human Resources – Data Protection or contact Human Resources.

***Should you have any questions or wish clarification on the content of this Personnel Advisory Bulletin please contact Human Resources.***

November 2020

## **Document Control**

Date	Brief Summary of changes	Review Date
October 20	Including young people with recognised caring responsibilities, care experienced young people, current council employees with caring responsibilities, current council Modern Apprentices and those completed Angus/Mini Angus Works programme.	June 2022
September 21	Added Graduate Apprentices to the list of groups that the council is committed in supporting through this scheme.	June 2022