

NICS Guaranteed Interview Scheme

In order to provide high quality public services, the NICS needs to have a workforce that is more representative of the people we serve. The NICS values and welcomes diversity. We are committed to building an inclusive workplace culture where diversity is truly valued at all levels, and to the employment and career development of disabled people.

Under the Disability Discrimination Act (DDA) 1995, employers are required to make reasonable adjustments for disabled people to ensure they are not disadvantaged and to consider positive action to promote equality of opportunity. The DDA also allows employers to treat disabled people more favourably than non-disabled people in order to increase the diversity of their workforce and promote equality of opportunity. A Guaranteed Interview Scheme (GIS) is a positive action measure allowed under DDA to achieve those aims.

The NICS has introduced, in January 2022, a GIS for external recruitment. The aim is to guarantee greater access for disabled applicants to the interview stage of a recruitment competition, provided they meet the minimum essential eligibility criteria (e.g. skills, experience, technical qualifications etc.) for the role, as set out in the CIB.

This means shortlisting criteria, if part of a competition, do not apply to GIS applicants. They will advance to the next stage (usually interview) as long as they have demonstrated they meet the minimum essential eligibility criteria.

Where competition design includes a testing/assessment stage to assess candidate's ability to meet the minimum essential criteria **all** applicants must achieve the required minimum score in order to be invited to interview.

If testing is used only as a shortlisting tool, then it does not apply to GIS applicants.

If no shortlisting applies (e.g. the competition requires an applicant to only meet the minimum criteria to advance to interview) the GIS does not apply.

In large volume competitions, where testing is used to rank applicants and invite a limited number to the next stage, a proportion of eligible GIS candidates advance to the next stage.

Details on how the GIS will operate in a particular competition will be set out in the Candidate Information Booklet.

The GIS policy and guidance are set out in Annex 10 of the Recruitment Policy and Procedures Manual Version 18. The Manual can be found [here](#).

Panel members should familiarise themselves with the contents of the policy and guidance if involved in the design of an external competition. Please note, there is no panel discretion/choice as to whether to offer the GIS or not: if the competition design means GIS can apply, then it should. Panel members should also be aware

of the GIS policy if taking part in a sift exercise where shortlisting and the GIS may be involved.

The HRConnect recruiter and NICSHR representative can provide advice and guidance to the panel on the use (or not) of the GIS.

At the competition sift stage, panel members will still decide if anonymised applications meet the minimum eligibility criteria and whether to apply shortlisting criteria. If shortlisting is to be used, the HRConnect recruiter will remove the GIS applications that have passed the initial eligibility assessment, and therefore can bypass shortlisting, from the panel's consideration. The panel will then apply shortlisting criteria to the remaining applications.

The panel will not be made aware who has applied under the GIS at later stages of the process.

The GIS (and a disabled applicant's decision to apply under it or not) does not have any impact on the applicant's ability to ask for other reasonable adjustments during the recruitment and selection process.