



## Disability Confident

### Offering an Interview to Disabled People

In November 2016 the Minister for Disabled People, Health and Work, launched the new **Disability Confident scheme** which incorporated the learning from 'Two Ticks' into a much wider scheme.

The scheme supports this Government's commitment to halve the employment gap between disabled and non-disabled people by focusing on the role of employers, who have a crucial role to play in ensuring disabled people are recruited, retained and developed in their careers.

Disability Confident is about creating a movement for change - getting employers to think differently about disability and to take **positive action** to improve how they attract, recruit and retain disabled workers. This involves business talking to business, with disability confident employers sharing their evidence and experiences with other employers.

Disability Confident was developed by a task group of employers and disabled people's representatives to make it rigorous but easily accessible, particularly for smaller businesses. The scheme is voluntary, not subject to legislation and access to the guidance, self-assessments and resources is completely free.

Disability Confident includes the **offer of an interview to a fair and proportionate number** of disabled applicants that meet the minimum criteria for the job. This does not mean that all disabled people are entitled to an interview.

#### The commitment within Disability Confident states:

***Employers would offer an interview to disabled applicants who meet the minimum criteria for a job vacancy and consider them on their abilities.***

The aim of this commitment is to encourage **positive action** for disabled people, encouraging them to apply for jobs by offering them the assurance that, should they meet the minimum criteria, they will be given the opportunity to demonstrate their skills, talent and abilities at the interview stage.

The offer of an interview for disabled people who meet the minimum criteria for the job is included within: Disability Confident Committed (level 1), Disability Confident Employer (level2) and Disability Confident Leader (Level 3).

It is important to note that in certain recruitment situations such as high-peak times, the employer may need to limit the overall numbers of interviews offered. This will include the number of interviews offered to disabled people that meet the minimum criteria for the job. In these circumstances, the employer would be expected to offer a proportionate number of interviews to disabled applicants.

For example: if an employer advertises a vacancy and receives a high volume number of applicants that far exceeds the number of those expected, they will make a decision about the overall number of interviews offered. Of these, they should ensure that a proportionate number of interviews are offered to disabled applicants that meet the minimum criteria.

In these circumstances it would be unreasonable to expect the employer to offer interviews to all disabled applicants that meet the minimum criteria for the job, in the same way that applications from non-disabled people that meet the general criteria will be limited.

### **Offering an interview to disabled people who meet the minimum criteria for the job**

Disability Confident employers should make it clear in their recruitment material that **if a disabled applicant meets the minimum criteria for the job** (this is the description of the job as set by the employer) they will be given the opportunity to demonstrate their skills, talent and abilities at an interview.

#### **To make interviews work well for disabled applicants, you will have:**

- Included clear information in the job advert/ specification that states: *“As a Disability Confident employer, we will ensure that a fair and proportionate number of disabled applicants that meet the minimum criteria for this position will be offered an interview.”*
- Identified the minimum criteria of the job and ensure this information is made available to disabled applicants in the job advert/ specification, making applicants aware of where they can access this information;
- Made sure that you do not include non-essential requirements which could inadvertently exclude a disabled person;
- Apply the commitment to all vacancies, internal and external, without exception.
- Provided an opportunity for disabled people to indicate that they are disabled or have a long-term health condition;
- Ensured that a fair and proportionate number of disabled people who meet the minimum criteria for the job are invited for an interview;
- Ensured that recruiters (internal or external) know how to support disabled applicants;
- Consider whether the minimum criteria could be met with the facilities available through Access to Work;