



Job Interview Guarantee Scheme

What impact does this have on recruitment and selection?

- **Advertising of vacancies**

The Scottish Ambulance Service positively welcomes applications from candidates who have a disability.

A person with a disability or long-term health condition who indicates on their application form that they wish to participate in the job interview guarantee scheme (JIG) will be guaranteed an interview if they meet the minimum criteria outlined within the person specification during the shortlisting process.

- **Application and short listing**

Disabled candidates have the opportunity to opt for their application to be considered under the Job Interview Guarantee Scheme if they wish. This is entirely voluntary. The applicant can complete the disability section on the application form to indicate that they have a disability and wish their application to be considered under the scheme.

At the short listing stage, once all the applications have been received, the recruitment team processing the applications will check the applications to see if anyone has completed the disability section. Where someone has identified themselves as disabled and wishing to be considered under the Scheme this will be noted. The short listing panel will then ensure that if such an applicant meets the essential criteria, that is, the minimum criteria for the post, their application is short listed for interview.

If a disabled candidate does not meet the essential criteria and is therefore not called for interview, feedback will be provided for the candidate where this is requested.

Details relating to the nature of the applicant's disability will not be disclosed to the short listing panel. The information will be supplied, if required when interviews are being arranged.

In cases where disabled applicants have not opted to apply for a post under the scheme the recruitment process will proceed as normal.

- **The interview**

Candidates will be asked to provide details about any reasonable adjustments they may require for interview. Recruitment staff will liaise with the candidate regarding the level of adjustment required. All interviewees, regardless of whether they have declared a disability, will be informed of selection tools to be used in advance. When sending out interview invitations, the Recruitment Team will ask all applicants if they have an additional support needs or require any adjustments to enable them to effectively undertake the selection.

- **Appointment – reasonable adjustments assessment**

If a scheme applicant is offered the post, their line manager will discuss any adjustments that need to be put in place prior to the individual taking up their post.