

Guaranteed Interview Scheme (GIS)

The Highways Agency was awarded the Employment Services ‘ Two Ticks symbol’ in 1999. This symbol which is displayed on all the HA official stationary is awarded to employers who meet the Employment Services standards in relation to disabled employees. To receive this accreditation the Agency commits itself to the Guaranteed Interview Scheme (GIS). This means that it guarantees to interview all disabled candidates (as defined by the Disability Discrimination Act 1995) who satisfy the minimum essential criteria for the advertised post. The Employment Services regularly review the accreditation.

The following information gives guidance on how the Guaranteed Interview Scheme is applied.

Essential minimum criteria – these are the essential minimum criteria that have been agreed for the post - which may include qualifications, experience, nationality and the minimum standard in the core competencies required for the post. In setting the minimum standard in any of the core competencies, the minimum standard will not discriminate against a person with a disability unless the reason can be justified.

Inquiries about candidate’s disability – The Agency will accept at face value a candidate’s statement that they are disabled within the terms of the Disability Discrimination Act 1995 and therefore entitled to an interview under the Guaranteed Interview Scheme. However, there may be occasions when further enquiries about a candidate’s disability will be necessary. For example -

- To determine whether a reasonable adjustment is required at interview or selection test.
- When interviewing, to ask job related questions to ascertain whether a reasonable adjustment would be required to enable candidate to do the job.
- When being considered for interview under the Guaranteed Interview Scheme, where there are reasonable grounds to dispute that there is a disability and the candidate would be at an advantage compared to other non- disabled candidates.

If a candidate wishes to apply for consideration under this scheme, they will be required to complete the appropriate section on the application form. In addition, if they require any special arrangements at the interview/assessment centre, they will need to give details to enable us to make the appropriate arrangements.