



HR Recruitment Guidance: Guaranteed Interview Schemes

Purpose

The Guaranteed Interview Scheme is a programme that provides certain benefits to applicants based on specific criteria to ensure we offer fair and inclusive recruitment practices and provide equal opportunities for all.

Value

The council is an equal opportunities employer and recognises that a diverse workforce, coming from all sections of the community, can improve services by offering differing skills, experiences, backgrounds and cultures.

Our guaranteed interview schemes are tool to enable us to achieve this by providing support to people who face barriers to employment.

Armed Forces Covenant

Cumberland Council is committed to giving fair support to members of the armed forces, veterans and their families whilst recognising and remembering the sacrifices they have made. This is set out by the National Armed Forces Covenant which was [signed by Cumberland Council in September 2023](#). The covenant means that the Council will offer recognition, consideration, help and support to the Armed Forces community, addressing issues such as housing, health care, welfare, employment and help in the community.

Disability Confident Leader

As an accredited Disability Confident Leader, Cumberland Council is also committed to creating an inclusive and supportive workplace environment where the talents and contributions of disabled individuals are valued and celebrated and where equal opportunities are afforded to those who consider themselves to be disabled under the Equality Act 2010.

Support For Care Leavers

As a proud corporate parent, the council also understands that transitioning from care to independent living can present unique challenges, especially when it comes to entering or re-entering the workforce. That's why we're proud to offer support through equal opportunity to those who identify as a care leaver.

Eligibility

Guaranteed Interviews

The Guaranteed Interview Scheme is open to new applicants who are looking to join the Council and for internal candidates who already work for us and are moving roles internally. The scheme applies to all job roles across the Council.

The Guaranteed Interview Scheme is not a guaranteed job. Usual selection procedures apply to ensure the best candidate for the job is appointed.

A Guaranteed Interview is also defined as a 'first stage' interview where there are multiple rounds of selection methods in the process or a 'final stage' interview where there is only one round of interviews for the role.

Any candidates who qualify for a Guaranteed Interview must also not displace other candidates who would've normally been shortlisted. Shortlisting panels must shortlist those who they would've otherwise shortlisted for interview in addition to any eligible Guaranteed Interview candidate(s).

Where roles are re-advertised and applicants apply again, provided they have already been interviewed for the post but have been unsuccessful, they are not guaranteed another interview under any of the schemes.

How Applicants qualify

Applicants will qualify for a guaranteed an interview if the shortlisting panel determines that they've demonstrated their application meets the essential criteria from the Post Specification for the job role they've applied for and also answered 'yes' to one or more of the following conditions on their application form:

- Those who consider themselves disabled as defined by the Equality Act 2010
- Those in care or have left care and are aged 24 and under
- Those who identify as a member of the British Armed Forces community (service leavers, veterans, their partners or spouses, reservists, cadets)

False declarations

Where an applicant has made a false declaration with regard to qualifying for a Guaranteed Interview, any offer of employment may be withdrawn if discovered during the pre-employment checks. If the applicant is an employee already with the Council, the matter will be referred to Human Resources to investigate further.

Manager Responsibilities

During the shortlisting process, managers should identify from the candidate's application whether they have indicated that they meet the set criteria for a guaranteed interview.

If they do meet the criteria they must be invited to interview for the role alongside other applicants you would've shortlisted. This will ensure a guaranteed-interview candidate does not displace another candidate that also meets the essential criteria, thus widening the shortlist and ensuring the equality of opportunities.

A guaranteed interview is not a guaranteed offer of employment. It is a commitment to offering a fair and inclusive selection opportunity and our selection processes will ensure we appoint the best candidate for the job.

At interview, candidates shortlisted due to our guaranteed interview scheme should be given equal opportunity and asked the same questions as any other candidate.

If you require further information or have any questions, please contact the Resourcing team at resourcing@cumbria.gov.uk

Document Version Control

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Change History

Version	Date Reviewed	Author	Changes Made
Version 1.0	30/1/2025	Senior Recruitment & Retention Partner	Produced guidance to summarise the council's guaranteed interview schemes to help recruiting managers.
Version 2.0	24/6/2025	Recruitment & Retention Manager	Amended guidance based on stakeholder feedback, clarify terminology and reference our commitments as a corporate parent, a Disability Confident Employer and under the Armed Forces Covenant.
Version 3.0	20/11/2025	Recruitment & Retention Manager	Updated to reference Disability Confident Leader accreditation, most up to date Armed Forces Covenant details, amend the terms guaranteed interviews, and Armed Forces eligibility criteria.