FAQs for Managers regarding the Disability Confident Scheme

The Positive about Disability ‘Two Ticks’ scheme became The Disability Confident scheme in November 2016.

As a Disability Confident employer we commit to:

- all of the core actions to be a Disability Confident employer (see http://www.imperial.ac.uk/equality/achievements/disability-confident/)
- offering at least one activity to get the right people for our organisation;
- at least one activity to keep and develop our people and;
- undertake and successfully complete the Disability Confident self-assessment.

1. **What is the Disability Confident Scheme?**

The Disability Confident Scheme aims to help employers make the most of the opportunities provided by employing disabled people. It is voluntary and has been developed by employers and disabled people’s representatives. The Disability Confident scheme has three levels that have been designed to support organisations. The College is currently at Level 2 - Disability Confident Employer.

For an internal or external applicant the College commit to:

- Interviewing all applicants with a disability who meet the essential criteria on a person specification and consider them on their abilities;
- Providing a fully inclusive and accessible recruitment process;
- Being flexible when assessing people, so disabled job applicants have the best opportunity to demonstrate that they can do the job and;
- Making workplace adjustments (also known as reasonable adjustments) as required.

If appointed as a member of staff in the College we commit to:

- Ensure there is a mechanism in place to discuss, at any time, but at least once a year, with disabled employees what can be done to ensure that they develop and use their abilities;
- Make every effort when an employee becomes disabled to ensure that they stay in employment;
- Take action to ensure that all employees develop an appropriate level of disability awareness to make these commitments work and;
- Review the commitments each year and plan ways to improve the experience for disabled people by consulting key groups.

2. **What is classified as a disability?**

You can find more information about what is classified as a disability, please refer to the managers’ disability guidance (pg1):

http://www.imperial.ac.uk/equality/support-for-staff/disability/

3. **Which vacancies would come under the Disability Confident scheme?**

The Disability Confident scheme and associated responsibilities apply to all College vacancies based in the UK.
4. **What is the Guaranteed Interview Scheme and how does it work?**
As part of our commitment to being a Disability Confident employer, the College will guarantee to interview all disabled applicants via the Guaranteed Interview Scheme, **provided they meet the essential criteria** for that job. To be considered under the Guaranteed Interview Scheme, applicants will need to declare that they have a disability by ticking the box in the Guaranteed Interview Section on the job application form. This box is available on all academic, support and research post application forms.

5. **Isn’t this positive discrimination?**
Implementation of the Disability Confident scheme does not breach employment legislation. The Equality Act 2010 permits positive action, like the Disability Confident Scheme. In addition, disabled people can be treated more favourably. Disabled candidates who meet the **essential criteria** on the person specification are guaranteed an interview; they are not guaranteed a job offer. The disabled candidate must be considered on the merits of their application. An example would be where a candidate demonstrates they have partly met or fully met every shortlisting criteria. This would be deemed to meet the essential minimum criteria to shortlist a candidate who has ticked the Guaranteed Interview scheme box.

6. **What should I do if a disabled candidate meets the essential criteria measurable from the application form?**
They must be invited for interview. This is regardless of whether the pool of shortlisted candidates is too large. When making the interview arrangements, remember to consult the disabled candidate’s application form to ensure that any adjustments or special arrangements that need to be made are done. This should be done by a member of staff who will not be sitting on the recruitment panel. Your local HR team and the [Equality, Diversity and Inclusion Centre](#) will be able to provide information on who to contact for further support.

7. **What should I do if a disabled candidate does not meet the essential criteria measurable from the application form?**
If any candidate does not meet the essential criteria measurable from the application form, then they should not be shortlisted. The notes on the shortlisting record form should clearly identify which of the essential requirements on the person specification have not been met.

8. **What questions can be asked about a candidate’s disability at interview?**
At interview, do not discuss the candidate’s disability at all. If the job is offered to a candidate who has a disability, it would then be appropriate at this stage for the line-manager and HR to discuss any specific requirements they may need for the job, as well as encouraging them to get in touch with [Access to Work](#) prior to starting their role at the College.

9. **What should I do if the disabled candidate is not the best person for the role?**
If they are not the best candidate for the job, they should not be offered the job. Do ensure that the decision is made on the basis of their performance at interview and not on the implications of employing them.

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