



Crafts Council

Guaranteed Interview Scheme

What is the Guaranteed Interview Scheme?

We are committed to recruiting, developing and retaining a staff team fully representative of the diverse community we work with. We particularly encourage applications from currently under-represented groups in the sector, including disabled applicants and applicants from Black, Asian and ethnically diverse backgrounds.

For all our internal staff vacancies we guarantee to interview any disabled applicant, and/or any applicant who identifies as Black, Asian and ethnically diverse, whose application meets the essential criteria for the role. These are detailed in the person specification in each role's job pack.

How will my application be scored against the essential criteria?

For scoring purposes, Crafts Council will use the following ratings:

- 1. No evidence
- 2. Little/some evidence
- 3. Good evidence
- 4. Excellent evidence

To be moved to the next stage of the recruitment process under our Guaranteed Interview Scheme, applications must meet the minimum criteria for the role. This is 65% of the shortlisting score across all essential criteria.

A minimum of two individuals will assess all applications, they will separately score all answers 1-4. The results are then converted into an overall percentage score and if this is equal to or more than 65% the candidate applying under Guaranteed Interview Scheme will be moved forward. However candidates scoring 1 in any of the essential criteria will not be.

How do I apply under the scheme?

If you wish to be considered under this scheme, please indicate this on the Guaranteed Interview Scheme section of the online application form.

Which roles does the scheme cover?

We currently run this scheme for all our internal staff vacancies, this includes any post where the applicant will become an employee of the Crafts Council. Freelance opportunities (those where an individual is contracted to provide a specific service to the organisation), currently fall out of the remit of the scheme. We are committed to also increasing the diversity of our freelance team and are exploring ways we can do this effectively.



What do we mean by disability?

The Disability Discrimination Act, 1995 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on their ability to carry out normal day-to-day activities.