



## Introduction

Cumbria County Council (the Council) recognises it has a role to play in helping those leaving the Armed Forces (veterans) fulfil their potential in civilian life. Veterans can find making the transition to civilian life extremely challenging, particularly in finding and securing lasting employment. To support this, the Council have introduced a Guaranteed Interview Scheme for Veterans.


## Scope

The Guaranteed Interview Scheme for Veterans will operate for all external recruitment, excluding Schools.

Please note: This scheme has no bearing on redeployment, redundancy selection or internal reorganisations.

## Equal Opportunities

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.

Cumbria County 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 in the [Cumbrian Armed Forces Community Covenant](#)  which was signed by the Council and other partners in September 2013. The covenant means that the Council, its partners and the wider community in Cumbria, 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. The Guaranteed Interview Scheme for Veterans stems from this commitment.

## What are the Benefits of the Guaranteed Interview Scheme for Veterans?

This Scheme has a number of benefits, including the following:

- Veterans can bring valuable transferable skills and qualities into the organisation, such as:

- Communication skills
- Organisational skills and commitment
- Problem solving and adaptability
- Leadership and management skills
- Health and safety / security awareness
- Team working skills
- The Scheme may provide the recruiting manager with a wider selection of candidates to appoint from, using the essential criteria listed on the role profile.
- It will assist veterans to overcome barriers in finding civilian employment.
- It will help reduce the risk of veterans developing health and welfare problems as a result of long term unemployment.

## **What is the Guaranteed Interview Scheme for Veterans?**

The Guaranteed Interview Scheme for Veterans is a commitment that the Council has made to support the Armed Forces Community Covenant. This commitment is to guarantee an interview for any veterans that meet the essential criteria set out in the role profile for roles where external recruitment is required only. The scheme is not a guaranteed job for Veterans, as selection procedures will ensure the best candidate for the job is appointed, based on the objective criteria of the role profile.

## **Who is Eligible for the Guaranteed Interview Scheme for Veterans?**

The following applicants are eligible for the Guaranteed Interview Scheme:

- Applicants that meet the essential criteria set out in the role profile, and
- where the Armed Forces were their last long term substantive employer

## **How will the Scheme Work?**

There will be minor amendments to certain areas of the recruitment process which are explained below.

- Post Specification - Before advertising, the recruiting manager needs to review the post specification and ensure that it lists all the key skills and qualifications that are essential to the role. This will ensure that shortlisting is completed in an objective way.
- Advertising - External job adverts will normally be advertised on the MoD's Career Transition Partnership (CTP) Right Job website (at no extra cost to the recruiting manager/ service). This will potentially widen the pool of applications received. The Service Centre will be responsible for liaising with the CTP and placing the adverts accordingly.
- Shortlisting - The recruiting manager should check the application form to see if the applicant has declared that they are a veteran. Any veteran that meets the essential criteria for the role and the scheme eligibility must be offered an interview alongside other applicants that meet the essential criteria. This will ensure a veteran does not displace a candidate that meets the essential criteria, thus widening the shortlist and ensuring the equality of opportunities.
- Interviewing - When interviewing a veteran, the Recruiting Manager needs to check the Military Service Records pack that the applicant should bring to interview. There is no requirement to take and store a copy of this. This information will confirm the veteran's military service record, and may be a useful demonstration of their skills and experience.

Where a candidate has falsely claimed to be a veteran any offer of employment may be withdrawn.

- Feedback - Recruiting Managers should also ensure that they provide feedback to individuals who have taken part in the interview process should the individual request it. As a first step to gaining civilian employment, veterans will often be keen to receive feedback on how they have performed at interview