

## How we decide who to interview

Decisions on who to interview are based on how we assess you against the [Success Profiles](#).

Before we review applications, all personal information, such as your name, will be removed.

Once the deadline for applications has passed, we will review the applications. If you're successful, you will be invited for an interview.

### If you're disabled

Acas is part of the Disability Confident Scheme. This means we encourage applications from disabled people.

For example, in the job application form we'll ask about [reasonable adjustments](#) you might need for an interview, so that you can take part fully.

We'll usually give you an interview if you're disabled and you meet the minimum job requirements. If we get a very high number of applications from disabled people, we might only be able to interview those who've submitted very strong applications.

### If you're offered an interview

To get the most suitable interview date and time for you, it's a good idea to book your interview as soon as possible. You can do this through your [Civil Service Jobs account on GOV.UK](#).

The interview will last 45 minutes to an hour and will consist of interview questions based on the Success Profile elements.

We will usually be in touch with the outcome of your interview within a week. In some cases it may take longer.

For some jobs, we'll create a 'reserve list'. If you do not get the job but you score highly at interview, you might be put on this list. For up to 12 months, you'll be considered for jobs with similar requirements and at a similar grade. We'll get back in touch if we think you could be suitable.

Regardless of the outcome of your interview, you can ask for feedback to help you in future applications.