How to check for Two Ticks Candidates

This guide will show recruiters how to check for candidates who have indicated they would like to be considered under the Two Ticks scheme and how to attach the questionnaire for the panel to assess that the candidate meets the essential criteria.

Finding candidates who have applied under Two Ticks - You need to view the candidates in either the All or Application Entry tabs. You can then rank them by the Two Ticks questionnaire by using the drop down option.

The candidates will then be reordered with those that have responded ‘Yes’ to Two Ticks appearing at the top with a green indicator in the Selected Questionnaire column. Candidates that have responded ‘No’ will appear as a red indicator.

Candidates applying under the Two Ticks scheme will need the Two Ticks questionnaire assigning to their application, so the panel can rank if they meet the essential criteria of the post. To do this, highlight the Two Ticks candidates, go to Activities, select Pre-Selection and then select Two-Ticks.
You then need to assign each member of the panel individually to assess the candidate against the essential criteria:

In doing this action you will be notifying the panel members that the candidate needs to be assessed under the Two Ticks scheme and the panel member screen will indicate that there is a questionnaire for that candidate that needs to be filled out. Once you have assigned the Two Ticks questionnaire to the candidate they will appear under the Pre-Selection tab.

Please note you can do the Two Ticks action for all Two Ticks candidates at the same time (by holding down the control key to select the candidates) but that the action needs to be run for each member of the panel individually.