Hiring Process

Vacancy closes and is automatically removed from the web

Also possible for the Recruiter to rank based on other questionnaires e.g. Eligibility to Work etc.

Recruiter

> **Identify Two Ticks applicants & attach questionnaire as appropriate**

> **email panel members**

Panel members are able to view applications as they are submitted. Recruiters will also be able to view applications during the application phase.

Panel Members

> **Assess applicants against criteria in About The Job**

Panel members complete Two Ticks assessment where appropriate

Panel Members & Recruiter

> **Agree applicants to be invited to interview**

Recruiter

> **Invite applicants to interview (via email)**

> **Notify unsuccessful applicants (via email)**

Panel Members & Recruiter

> **Carry out interviews & check Eligibility To Work**

> **Agree applicant to be appointed & notify applicant**

Recruiter can choose to record in e-Recruitment that the Eligibility To Work checks have been carried out per candidate and upload evidence, or send copies of evidence to HR outside e-Recruitment

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> **Applicant accepts offer**

Recruiting depts. choose when to request references. Referee information is provided in e-Recruitment but references will be requested outside the system.

Recruiter

> **Send work health assessment form(s) to applicant**

Recruiter

> **Complete Request To Appoint Questionnaire**

> **Notify unsuccessful interviewees**

> **Automatic email sent to Human Resources**

> **Set unsuccessful applicants to rejected**

Human Resources

Contract issued from uBASE