

Values based recruitment and retention checklist and action plan

Use this checklist to identify the aspects of values based recruitment and retention that you already have in place in your organisation, and the areas that you need to develop further. You can then use it to develop an action plan to take back to your organisation.

| Articulate | | |
|--|-------------------------------|-----------------|
| Aspect | Agree/Disagree/ Don't know | Proposed action |
| We have workplace values | | |
| All our staff are aware of and understand our workplace values | | |
| Managers and senior managers live and role model the values of our organisation | | |
| We have behaviours linked to our values which articulate to staff what we expect from them in work | | |
| Our service users/ clients know what our values are and what they can expect from us when we deliver care and services to them | | |
| Colleagues are willing and know how to challenge behaviour which is not in line with our organisational values | | |

| Attract | | |
|--|-------------------------------|-----------------|
| Aspect | Agree/Disagree/ Don't know | Proposed action |
| Our values are clearly articulated on our website, in our adverts and in all our recruitment materials | | |
| We give potential recruits a realistic preview of what it would be like to work for us before they apply | | |
| We think creatively about how to target and attract new employees | | |
| Our person specifications and job descriptions include the values and behaviours we are looking for in our staff | | |

| Apply | | |
|---|-------------------------------|-----------------|
| Aspect | Agree/Disagree/ Don't know | Proposed action |
| Our application form asks candidates for evidence of how they can demonstrate the values and behaviours of our organisation | | |
| We recruit for values not just for skills and experience | | |
| We use our values to shortlist candidates | | |

| Assess | | |
|---|---------------------------------------|------------------------|
| Aspect | Agree/Disagree/ Don't know | Proposed action |
| We asked values based questions in our interviews | | |
| We use a range of different assessment methods to assess values, skills and experience | | |
| We train all our interviewers and assessors to ensure they can objectively assess whether someone will fit our organisational culture | | |
| We have clear criteria for assessing whether someone is suitable or not based on our organisational values | | |
| We train our managers to ensure they know how to shortlist candidates for their values | | |
| Assimilate | | |
| Aspect | Agree/Disagree/ Don't know | Proposed action |
| We use information about candidates from the selection process to induct and train them when they start work | | |
| We have clear induction standards and processes which explain to new recruits the behaviour we expect to see and don't want to see | | |

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| Managers regularly supervise their staff and discuss their behaviour and attitudes with them | | |
| We train and develop our managers and staff to live the values and behaviours | | |