

Values-based recruitment and retention checklist – Assess

Use this checklist to identify the aspects of values-based recruitment and retention that you already have in place in your workplace, and the areas that you need to develop further.

**Date:**

**Completed by:**

**Date for review:**

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| **We ask values-based questions in our interviews.** |
| **Current status**[ ]  We do this [ ]  We are working on this [ ]  Need to take action |
| **Action required**      |
| **Who is responsible?**      |
| **Timescales**      |
| **How will outcomes be monitored?**      |

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| **We use a range of different assessment methods and selection tools to assess values, skills and experience.** |
| **Current status**[ ]  We do this [ ]  We are working on this [ ]  Need to take action |
| **Action required**      |
| **Who is responsible?**      |
| **Timescales**      |
| **How will outcomes be monitored?**      |

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| **We train all our interviewers and assessors to ensure they can objectively assess whether someone shares our workplace values.** |
| **Current status**[ ]  We do this [ ]  We are working on this [ ]  Need to take action |
| **Action required**      |
| **Who is responsible?**      |
| **Timescales**      |
| **How will outcomes be monitored?**      |

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| **We have developed clear criteria for assessing whether someone is suitable for a role or not based on our workplace values and behaviours.** |
| **Current status**[ ]  We do this [ ]  We are working on this [ ]  Need to take action |
| **Action required**      |
| **Who is responsible?**      |
| **Timescales**      |
| **How will outcomes be monitored?**      |

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| **We consider the needs of diverse candidates when designing values-based selection tools and assessment, and make reasonable adjustments to meet candidate’s needs.** |
| **Current status**[ ]  We do this [ ]  We are working on this [ ]  Need to take action |
| **Action required**      |
| **Who is responsible?**      |
| **Timescales**      |
| **How will outcomes be monitored?**      |