Values-based recruitment and retention checklist - Attract

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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| **Our values are clearly articulated on our website, in our adverts and in all our recruitment materials.** |
| **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 give potential recruits a realistic preview of what our values and culture are and what it would be like to work for us before they apply.** |
| **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 think creatively about how to target and attract diverse groups of new employees.** |
| **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?**      |
| **Our person specifications and job descriptions include the values and behaviours we are looking for in our staff.** |
| **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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| **Our adverts are written in clear, simple language and share our commitment to inclusion and to making any reasonable adjustments candidates need.** |
| **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?**      |