

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		

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		