

Values-based recruitment and retention checklist - Assimilate

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 use information about candidates’ values, behaviours, learning styles and communication styles from the selection process to induct and train them.** |
| **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 clear induction standards and processes which explain to new recruits the values and behaviours we expect to see and don’t want to see.** |
| **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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| **Managers regularly supervise, appraise and recognise their staff and discuss their values, behaviour and attitudes with them.** |
| **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 and develop our managers and staff so they know how to put our values and behaviours into action in their work.** |
| **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 ensure our workplace is inclusive of and values all our staff, and create opportunities for all staff to input into and embed our values and culture in their work.** |
| **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?**      |