A screen shot of a phone

Description automatically generated

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:**

|  |
| --- |
| **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?** |

|  |
| --- |
| **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?** |

|  |
| --- |
| **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?** |

|  |
| --- |
| **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?** |

|  |
| --- |
| **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?** |