Values-based recruitment and retention checklist - Apply

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 recruit for values not just 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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| **Our application form asks candidates for evidence of how they demonstrate the values and behaviours of our workplace.** |
| **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 values to shortlist candidates.** |
| **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 our staff how to fairly shortlist candidates for their values and essential 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 provide different opportunities and ways for neurodivergent, disabled and candidates with different needs to apply to and share their values with us.** |
| **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?**      |