# Values Based Recruitment and Assessment Centres

**Duration**

* Full-day workshop (additions to half-day workshop highlighted in green)

**Purpose of the session**

* Become familiar with the VBR toolkit and the resources within
* Gain a basic understanding of VBR and the key elements
* Have an opportunity to explore the development of questions based on your own organisations values
* Develop an assessment centre agenda and begin to plan the session/day. Explore other ways to achieve this using technology
* Explore different ways to involve people with lived experience in the recruitment process in ways that are meaningful to them

## Workshop Agenda

**Introduction**

* Introduction to the resources and purpose of the session
* Opening round – name, role, experience or current knowledge and expectations

**Overview of Values Based Recruitment**

* What, why and where it fits in as an addition to other element within recruitment
* Key phases
* VBR flow chart
* Introduction to the key modules within the resource kit

**Values that demonstrate a commitment to person-centred practice**

* Introduction to values outlined in the toolkit
* Small group/pair work exploring behaviours that align to the values mentioned or exploring values of own organisation and what this means for the type of people you are looking for
* Check how your organisations values are currently reflected in policy & procedures, code of conduct, supervision and support, organisations strategic plan. How well are the values embedded in the culture as a whole?
* Advertising for staff – using NDS or own organisations values to develop statements that reflect these values as essential criteria that could be included in a job advertisement. Look at how this is captured/stated differently depending on the role

**Involving people with lived experience**

* Tips, benefits and key considerations
* Ways in which to involve people beyond the “traditional”
* Introduction to person-centred tools to gain feedback and input from different people with lived experiences and have the opportunity use these within groups. Explore current organisational practices around involving people with lived experiences and how these can be strengthened
* Separate into groups to each take a different element of recruitment and explore new ways to involve people with lived experience using a problem-solving framework. Ideas shared back with the larger group
* Discuss opportunities and challenges to becoming more deliberate in the inclusion of people with lived experiences within the process and the steps to embed this within your organisation

**Using values based approach to interviews**

* General principles and key considerations
* Structure and scripts
* Behavioural and Situational questioning
* Introduction to STAR model. Work in pairs or groups to develop interview questions for either the values within NDS toolkit or own organisations values
* Have the opportunity to “test “the questions with others and provide/gain feedback
* Work to develop criteria relating to each of the questions/values and what would and wouldn’t meet the criteria
* Telephone and online interviewing. Tips and benefits, explore current practices and technology that is available to assist.

**Using values based approach in psychological assessments**

* Tips, benefits and risks
* Selection and administration of assessments

**Assessment centres**

* Purpose and process
* Key features
* General principles
* Exercises and activities for pairs, groups and individuals
* Representing people with lived experiences
* Explore difference simulation exercises and outline the types of exercises that will provide the opportunity to see different values in action. How to build criteria or observable behaviour and considerations to minimise assessor bias.

**Selecting and training/supporting assessors**

* Group/pair work
* Plan an agenda for an assessment centred for own organisation –
* Purpose, people, process and progress (reflections and adjustments)
* Candidate care? Preparation/what sort of information should you give to candidates so they know what’s expected, what will be different about the process and why.

**Other preparation needed**

* How do you introduce your organisation and its mission, vison and values?
* What are you looking to see from each of the exercises and conversations/what behaviour or observations will cause concern? How do we check if it’s an issue with value or lack of understanding/information? Developing key selection criteria based on the desired values
* How do we use the information we have around staff matching to check/get an understanding of potential matches during the day?

**Values based approach to reference checks**

* Structure and process
* Collating information with other checked values/information gathered throughout the process

**Next steps**

* If VBR is the “first filter” what are the next steps?
* How can the organisation ensure that the right support and mentoring is in place to develop other required capabilities of those who are the “right fit” for the organisation to ensure development and retention?
* Opportunities, challenges and idea developments
* Learning from other organisations

# NDS Learn and Develop

**Development stream**

* Business Operations and Management