

Embedding values into your application process

With the challenges employers are facing in attracting and recruiting staff who share their values, many employers are now using a **shorter initial application process** to enable candidates to apply quickly and easily so they don't miss out on the best candidates.

They then follow this up once candidates are at the interview stage, or before they make an offer of employment, by getting candidates to complete a **longer application form** which gathers essential safeguarding information and personal data about the candidate to enable the employer to **demonstrate safe and fair recruitment**.

Why should you ask about candidate's values in your application process?

It ensures the candidates who apply for your roles are motivated both by the role and working for you as they have to think about how their values would align with the role they have applied for.

It enables you to shortlist out candidates with values and attitudes which are not a good fit for a role in adult social care.

It enables you to identify candidates with the values and attitudes for working in care who you can train for skills, opening up the pool of candidates you can recruit from who may never have worked in care before.

How to ask about candidate's values in your application process

Enabling candidates to apply in different ways enables you to demonstrate that you are willing to make adjustments for neurodivergent and other candidates, and ensures you can attract as wide a range of candidates as possible to apply for your vacancies. You can do this by:

A short online application, that is easy to complete on a mobile phone, asking for their name, contact details and one question asking why they think they share the values of your organisation/ workplace.

- **Example application question:** Tell us why you want to work for us and how you think you share our values of being Caring and kind when supporting others, Committed to doing everything you can to improve other's lives and Respectful of everyone's uniqueness and personal choices.

Asking for different examples from their work, volunteering or personal life of each of your

Here is an example of a shortlisting matrix you may want to use to support you in making safe and fair shortlisting decisions.

Role:

Candidate Name:

Essential Criteria