

# Assessing values in the selection process

## Using different assessment tools

Many organisations rely on interviews as their only selection tool, but evidence shows that when you use a range of different selection tools and involve different people in the recruitment process you are more likely to recruit the right person for your role. It's important for an inclusive and equitable recruitment process to give applicants the opportunity to show their potential to different people and in different ways

It can be challenging for employers to find time to involve more people or spend more time assessing candidates, but there are creative ways to approach these challenges.

### What are selection tools?

They are different activities and exercises you can use to find out about candidates' values, motivations, skills, and competencies. They enable you to identify people who are likely to be successful and happy in your role and

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## Example values-based selection tools and activities for care sector roles

Exercise	Example
Group exercise	<p>You are a group of care workers who have been asked to attend a focus group by your employer. The aim is to think about how the organisation can better market itself to people who may not have thought about going into care work.</p> <p>Your manager has asked you as a group to create a list of reasons why you think people should come to work for your employer and to work in care, particularly the values that are important to have.</p> <p>Develop a list of ideas for how the employer could better market themselves to potential recruits.</p> <p>You have 15 minutes for your discussion and to make notes on the flip chart provided. At the end of the discussion, hand in your written suggestions to the assessors.</p>
Roleplay	<p>You have been asked to meet with the son of one of the people you support, Margaret Ward. Margaret's son is concerned that his mother is not getting everything she needs from her care package and he wants to discuss some ideas and concerns he has with you. You have been given a profile of Margaret and the care she has been receiving over the past 6 months.</p> <p>Your task is to meet with Margaret's son and to listen and respond to his concerns.</p> <p>The meeting will last 10 minutes. There will be a role-player acting as Margaret's son and an assessor in the room making notes who will not be contributing to the discussion.</p>
Written exercise	<p>One of the people you support, John, is going to be moving into a care home in the next few weeks and you have been asked to provide a one-page summary of his care needs and the service you have been providing him with, for the past two years so it can be sent in his file to the care home.</p> <p>You have been provided with several pieces of information about the work that you have been doing with John. Your task is to summarise this into the one-page report. You have 20 minutes to complete this task.</p>
In tray	<p>You have been on holiday for two weeks and return to a backlog of work that you need to prioritise and then start to work through. You have been provided with several documents including emails, phone messages, reports and letters which relate to your work and the people you are responsible for supporting.</p> <p>Your task is to read through the different documents and to decide which are the most and least urgent and how you will respond to each.</p> <p>You should complete the prioritisation plan you have been provided with, starting with the most important priority and how you will deal with that and finishing with your least important priority and how you will deal with that. You have 20 minutes to complete the task.</p>

[‘A Question of Care: A career for you’](#) is an online, interactive video challenge based on real-life scenarios from the social care sector that you could also consider using if your selection process to enable candidates to share their values in relation to a role in care. At the end of the challenge it provides a detailed personal profile that tells people whether they have what it takes to work in social care.

4. Think about how you will assess candidates values against the criteria in each selection exercise. It is helpful to produce an assessment matrix, so you know you are assessing each criterion at least twice in different exercises and activities

For example

Time	Exercise	Room / Assessor
9.30am	Arrival and paperwork	JC, Room 3
9.45am	Interview – values and skills	KN & GT, Room 6
10.30am	Meet the clients exercise	LK, JH, ED, Room 4
11am	Group exercise	JC, Room 3
11.30am	Finish	

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