

## Values Based Recruitment – Candidates Guide



Our Values and Behaviours

We are a **Team**  
We are **Accountable**  
We **Learn and Improve**  
We are **Kind**

### **What is Values Based Recruitment?**

Values Based Recruitment (VBR) is an approach whereby Norfolk and Suffolk Foundation Trust assesses / selects employees taking account of their individual values and behaviours, ensuring the behaviours fit with our values. A number of assessment methods may be used to assess your performance against our set of behavioural indicators

### **Why are we using Values Based Recruitment?**

The purpose of VBR is to ensure that the future and current NHS workforce is selected based on their values, which match those of the Trust. We believe that our values will support the delivery of excellent patient care.

VBR forms part of our wider plan to embed our values into everything we do; we want our staff to live our values every day.

### **What is the format of the Interview and how can you prepare?**

You may find it helpful to look at our values and think about ways in which you might demonstrate these during the assessment.

<b>Values</b>	<p><b>We are a Team</b></p> <p>We build strong relationships within and across teams and work closely with service users, carers and families.</p>	<p><b>We are Accountable</b></p> <p>We are answerable for our actions, behaviour and performance and take pride in our work.</p>	<p><b>We Learn and Improve</b></p> <p>We take every opportunity to learn and improve and provide feedback which is helpful, sincere and genuine.</p>	<p><b>We are Kind</b></p> <p>We act with kindness, and we treat everyone with respect and dignity.</p>
	<p><b>Opportunity</b></p> <p>We provide everyone with equal opportunity to achieve their goals and support to perform their roles effectively.</p>	<p><b>Responsible</b></p> <p>We set clear goals, do what we say we will, and adopt a just and learning culture.</p>	<p><b>Learn</b></p> <p>We understand the value of appraisals, supervision and lifelong learning.</p>	<p><b>Inclusivity</b></p> <p>We embrace each other's uniqueness and diversity, we support everyone to be their authentic selves.</p>
<b>Behaviours</b>	<p><b>Recognition</b></p> <p>We celebrate everyone's hard work, achievements, and milestones.</p>	<p><b>Safety</b></p> <p>We create psychologically safe spaces and welcome feedback of each other and ensure our service users safety is our top priority.</p>	<p><b>Improve</b></p> <p>We put service users at the heart of everything we do to ensure we offer the best possible care. We set high standards and stay open and flexible to change.</p>	<p><b>Compassionate</b></p> <p>We are approachable and treat everyone with compassion, respect and dignity.</p>
	<p><b>Partnering</b></p> <p>We build relationships within and outside of NSFT to ensure we are continually improving and delivering the best possible care.</p>	<p><b>Voice</b></p> <p>We show voice has power – we speak up, we listen, we respond, we act. We speak up if the safety of service users is compromised and we celebrate successes.</p>	<p><b>Collaboration</b></p> <p>We actively listen to what people need and proactively offer support.</p>	<p><b>Wellbeing</b></p> <p>We care for each other's wellbeing – when we see people struggling, we offer help.</p>

In preparation for your assessment you should also familiarise yourself with the job description and the set of behaviours relevant to the role you are applying for. These can be found on our [Work-for-us Website](#).

The interview will include:

- Opening Questions
- Values section: Values based questions based on our values.
- Technical / competency section
- Closing questions, to include a question based on the application form and supporting statement, as well as mandatory administration questions

Depending on the role you are applying for, the technical / competency element of the interview may involve technical / competency based questions, a presentation or an in-tray assessment.

## Values Based Questions

Values Based questions allow you to demonstrate your values and behaviours, how you approach different situations and assesses whether you can demonstrate that your values meet with those of our Trust.

You will be asked a series of questions, which are designed to explore your values and how you display them at work; you should expect to discuss how different situations made you feel and how you reacted to them.

### **In-tray exercise - typically used for administration jobs**

An in-tray exercise typically simulates some of the planning and administrative aspects of the role. You may be asked to deal with various items in the in-tray within a specified time frame, this could be typing a letter or working on an excel spreadsheet.

### **Presentation exercise – typically used for leadership roles**

You will be given a presentation brief prior to the interview and be asked to prepare a short presentation for the interview panel. This will give you the opportunity to show your ability to assimilate information, present data and ideas, as well as your presentation and interaction skills.

### **Competency Based Questions**

The interviewer will ask you to describe a situation which demonstrates your abilities and skills that are integral to the role that you have applied for. Examples of competencies are:

- Organisational Ability
- Interpersonal Skills
- Problem Solving
- Judgement
- Teamwork
- Innovative Thinking

### **How will your performance be evaluated?**

Each element of the assessment will be reviewed by the panel members who have been trained to assess using values and behaviours, enabling them to make objective, fair and accurate assessments of your performance.