



Leeds and York Partnership
NHS Foundation Trust



Values Based Recruitment

Candidate Resource Pack

Together we are stronger

Introduction

Thank you for your interest in progressing your career with us here at Leeds and York Partnership NHS Foundation Trust. Whether you are considering joining us for the first time or are already a valued member of our team and are looking to move to a different role, we want to make sure you have the support you need to make the best application you can and have a successful interview. We have produced this resource pack to give you some hints and tips to consider when applying. We know it is a challenging but extremely exciting time to be working in the NHS. Here at LYPFT we pride ourselves in providing high quality mental health and learning disability services to people across West Yorkshire and beyond – this is your opportunity to be a valuable member of our team.

Good luck with your application and if you have any queries that aren't covered in this pack, please email us at learning.lypft@nhs.net.

Darren Skinner

Director of People and Organisational Development

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Putting your principles, passions and behaviours at the centre of our recruitment

At Leeds and York Partnership NHS Foundation Trust (LYPFT), we strive to provide high-quality mental health and learning disability services as an employer of choice. We can only achieve this by putting our staff and the people using our services at the centre of everything we do.

This starts with the people we employ. We recruit based on values and believe lived experience is an advantage. We look for potential, not perfection, and this means that together we are as diverse as the communities we care for. **Simply** put, we seek out people who **care**, act with **integrity** and have the right skills.

We want to add to our incredible staff, students and volunteers who share these principles, with people like you, who find empathy comes easily and who treat everyone with respect without thinking. Only when we know this reflects you, do we check your skills and experience to find you the perfect role.

By recruiting in this way, not only can we give more people the opportunity to help those living with mental health challenges, learning disabilities and neurodiversity, but we can also help more people use their natural strengths to feel purposeful, happy and valued in every aspect of their role at LYPFT.

To see how our values, behaviours and ways of working are all connected and the role they play in supporting colleagues and service users, have a look at our [Values and Behaviours Toolkit](#).

What are values?

Values can be described as being principles or standards of behaviour that matter to us, or a person's judgement of what is important in life to them. For this reason, they can mean different things to different people.

Organisational values, however, describe the culture of a workplace. Our values are **integrity, simplicity, caring**. They are integral to how we go about our business.

What is Values-Based Recruitment?

Values-Based Recruitment (VBR) is an approach whereby LYPFT assesses and selects candidates by considering their individual values and behaviours, ensuring their behaviours align with our own;

Why we use Values Based Recruitment

The purpose of VBR is to make sure that the future and current NHS workforce is chosen based on their values and behaviours, which match those of LYPFT. We believe our values and behaviours will support the delivery of excellent service user care.

VBR forms part of the wider plan to embed our values and behaviours into everything we do; we want our colleagues to be able to work in a place that believes, support and encourages the same morals and behaviours they do.

What does VBR mean for me as a candidate?

For many years we have carried out Competency Based Interviews (CBI) but these questions are mostly used to assess key competencies and technical skills required to carry out a role. We have introduced values-based questions so that we can get to understand who you are.

A values-based interview (VBI) is likely to appear similar to other interviews you have attended in the past which involve providing examples of behaviours you have previously demonstrated or explaining how you would respond to a particular situation. The difference being that a VBI is particularly focussed on understanding your values and what is important to you and aligning these to our values of **integrity, caring and simplicity**.

Application forms

The start of your values-based journey will begin in your application form. We will look for evidence of your values and behaviours and how they match our values in the information you provide in the supporting statement section of the application form. We will also look for evidence of any lived experience of mental health, whether that is personal, through a family or friend, or from caring experience. If you have been a volunteer or supported someone as part of your everyday life, remember to include this, its experience that you can transfer to working with our service users.

The supporting information section of the application is one of the most important sections, as this is the area where you get free reign to sell your best attributes and the skills that you may have not yet had the opportunity to discuss in the application form.

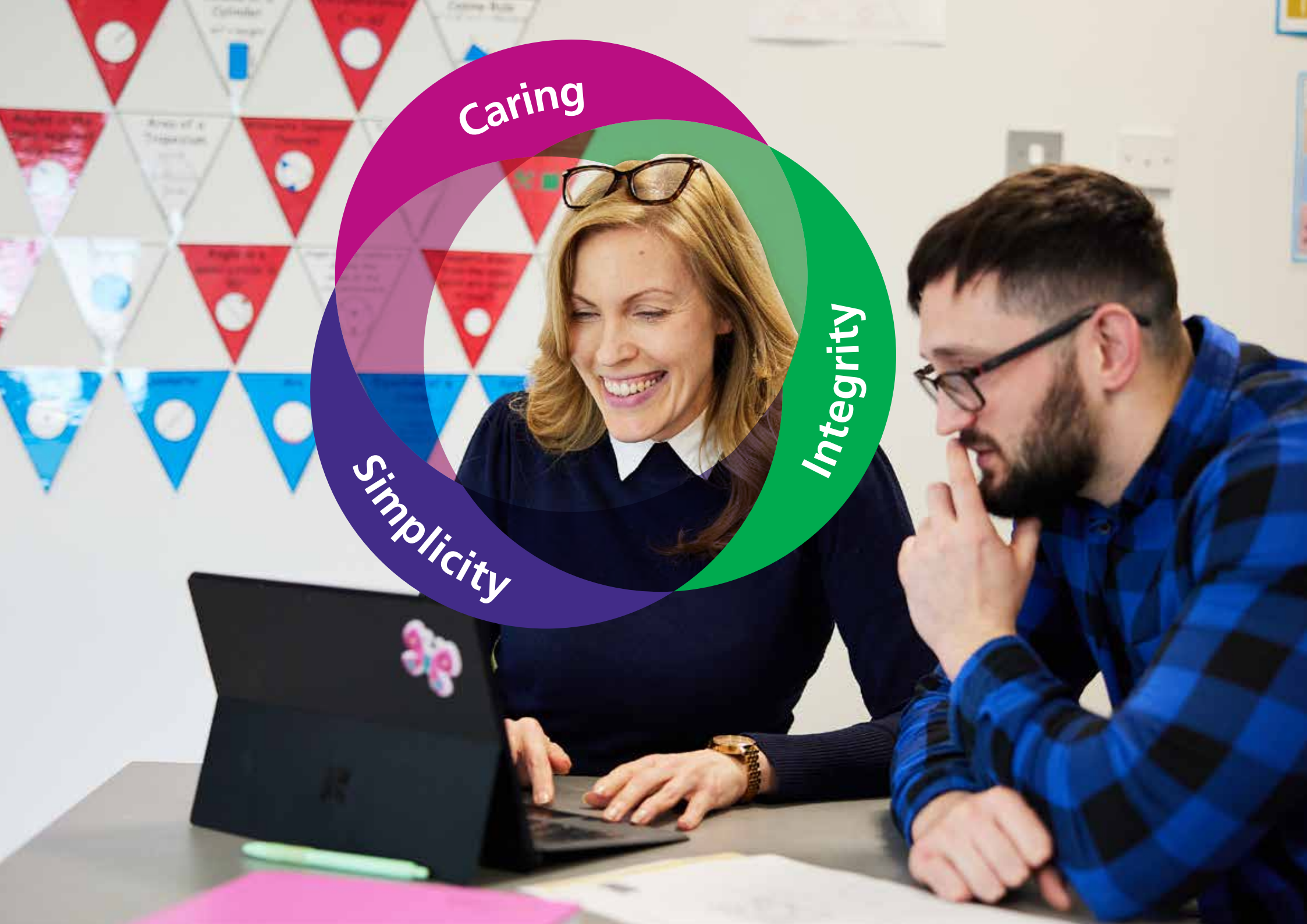
In this section, it is good to work from the personal specification attached to all job adverts (often found at the end of the job description attachment) and explain how you possess each of the qualities, skills and experience that are both essential and desirable, as this is the best way of telling the hiring manager why you are the person they want on their team. You have a 1500 word maximum on this section so please use these wisely to tell us how you meet the requirements of the role.

It is not enough to say that you possess these skills, but also to explain why you believe you do, examples of when you have displayed these skills and how your previous experiences translate into the ability to complete the job you are applying for.

Take your time to try to write it so its easy to read and understand and so that the person shortlisting is not having to hunt to try to find information as that makes it more difficult and things could potentially be missed.

If there are any words or phrases you are unsure about in this pack, please take a look at the glossary at the end.

If you would like more information or support in completing your application form, this [online guide](#) is very helpful.



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What is the format of the interview and what can I prepare?

You may find it helpful to look at our values and behaviours and think about ways that you might demonstrate these during the interview. Each of our values is linked to a behaviour, and no matter what level of role you are applying for, the same values and behaviours apply.

In preparation for your interview, you should get to know and understand our values as well as the job description and set of behaviours relevant to the role you are applying for.

The interview will include.

- Opening questions - to get to know more about you.
- Values questions – to understand what motivates and inspires you.
- Technical/competency questions – to assess your skills in relation to the role you are applying for.
- Closing questions – this gives you the opportunity to ask the interview panel questions about the Trust, the role, colleagues or anything else you might find helpful.



Tips

- Read the job description and person specification carefully and be clear on the skills and qualities the hiring manager is looking for.
- Ask someone you trust to practise answering questions with you. This will help to improve your confidence and your answers will seem informed, natural and confident in the real interview.
- Write down 2 or 3 questions you can ask at the end of your interview, that show you're enthusiastic about the job.
- Prepare something suitable and comfortable to wear.
- Check what time you need to arrive and the name of the person you need to ask for on arrival.
- If your interview is face to face, make sure that you know how to get to where the interview is being held, leave plenty of time to get there and ensure there is car parking provision if required. If it is online, make sure you have your Teams link, and your device is charged and working.
- If you have a disability and need reasonable adjustments to make the interview accessible, please let the recruitment team know and the necessary arrangements will be made.
- In most cases, the information should be clear from the invitation, however, if you require any kind of clarification, don't be afraid to ring the recruiting department to obtain the information you need.

Interview questions

This section details the types of questions you may be asked during the interview.

Values-based questions

- Values-based questions allow you to show your values and behaviours, how you approach situations and assess whether your values meet with ours.
- When preparing for your interview get to know our values and behaviours and think about what these mean to you. Think of some examples of when you may have displayed the behaviours.
- The interview panel will begin by asking you to give an example and describe a time when you have displayed a certain behaviour or value. This will give the panel a look into how you are likely to react or handle a situation in the future and if this is in-line with our values and behaviours. The outcome of the situation is the focus during these questions; you should spend most of your time discussing the learning or changes you took rather than just giving a description of what happened.

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 include:

- Technical skills, knowledge and experience
- Organisational ability
- Interpersonal skills
- Problem solving
- Judgement
- Teamwork
- Innovative thinking

You should expect your interview to last between 40 to 50 minutes.

Presentation

Depending on the role you are interviewing for you may 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 understand information, present data and ideas, as well as your presentation and interaction skills.



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Interviewing technique

The **STAR** method is a structured way of responding to both values and competency-based questions by discussing the specific,

Situation

Task

Action

Result of the example you are describing

Situation: Describe the situation that you were in, or the task that you needed to complete. You must describe a specific event or situation, not a generalised description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.

Task: What goal were you working toward?

Action: Describe the actions you took to address the situation with an appropriate amount of detail and keep the focus on YOU. What specific steps did you take and what was your contribution? Be careful that you don't describe what the team or group did when talking about the project, but you did.

Result: Describe the outcome of your actions and don't be shy about taking credit for your behaviour. What happened? How did the event end? What did you accomplish? What did you learn? Make sure your answer contains multiple positive results. Remember that for a values-based question the focus is on the outcome of the situation, and you should spend time emphasising the learning or changes you took, rather than just describing what happened.

What happens after my interview

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

Glossary

- **References**

a letter, phone call or email from a previous employer affirming to someone's ability or reliability, used when applying for a new job.

- **Conditional offer of employment**

an offer of employment that's based on the applicant meeting certain criteria. This means that you'd have to meet certain conditions before commencing employment, such as sufficient references or qualifications.

- **Organisational values**

describe the core ethics or principles which the company will abide by, no matter what. For example, Leeds and York Partnership NHS Foundation Trust's values are; **integrity, simplicity and caring**.

- **Multi-disciplinary**

in healthcare this can mean working with a group of health care workers who are members of different disciplines or services.

- **Competency based**

these are questions that require candidates to provide real-life examples to form their answer.

- **Duty of Candour**

the duty to be open and honest with service users and their families when something goes wrong with their treatment or care causes and/or has the potential to cause harm or distress.

Candidate information

Equal Opportunities

We are committed to improving the working lives of our employees. We have an active flexible working policy and welcome applications for job share and flexible working.

As an equal opportunity employer we also welcome applications from anyone, irrespective of age, sex, sexual orientation, race, religious beliefs or disability as we embrace diversity within our workforce. The Equal Opportunities Monitoring part of the application will be kept confidential and will not be included as part of the selection process.

The information collected will be used by the Recruitment Department for monitoring purposes to ensure that no job applicant or employee receives less favourable treatment.

Applicants with Disabilities

If you require the application form in an alternative format, any particular arrangements for attending the interview, or if you require any assistance at interview, please contact Recruitment on (0113) 8559900 Option 9.

Eligibility to work in the UK

Employers risk breaking the law unless they check the entitlement to work in the United Kingdom for all prospective employees. Failure to do so could result in a civil penalty of up to £10,000 per illegal worker. To confirm that an applicant has the legal right to work in the UK, we require that documents proving eligibility to work are brought to interview. Documents must be originals and not photocopies. The documents must show that the holder is entitled to do the type of work being offered.

Professional registration and qualification

For some posts you will require qualifications and/or registration with a professional body. This will be stated in the person specification or on the job advert. If these are required please bring all relevant documentation to your interview.

Employment History

When completing the section on your employment history, please ensure that you include information about your current and previous employment (including dates), even if you feel that these jobs are not the most relevant to your application. You will have an opportunity to say more about the skills and experience that you think are relevant further on in your application.

References

The Trust requires you to provide details of referees covering at least the last 3 years of employment. These should include your current line manager or someone in a position of responsibility who can comment on your work experience, competence, personal qualities and suitability for the post. If you are a student please provide contact details of a teacher at your school, college or university. Please note that personal references such as friends and relatives are not acceptable. If you do not wish your referee to be contacted without your prior agreement, please indicate this on the form.

Disclosure and Barring Service (DBS)

It is the policy to obtain either a standard or enhanced disclosure for applicants for all posts that have access to children, vulnerable adults and for posts exempt from the Rehabilitation of Offenders Act 1974, and (Exception) order 1975, as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) order 1986.

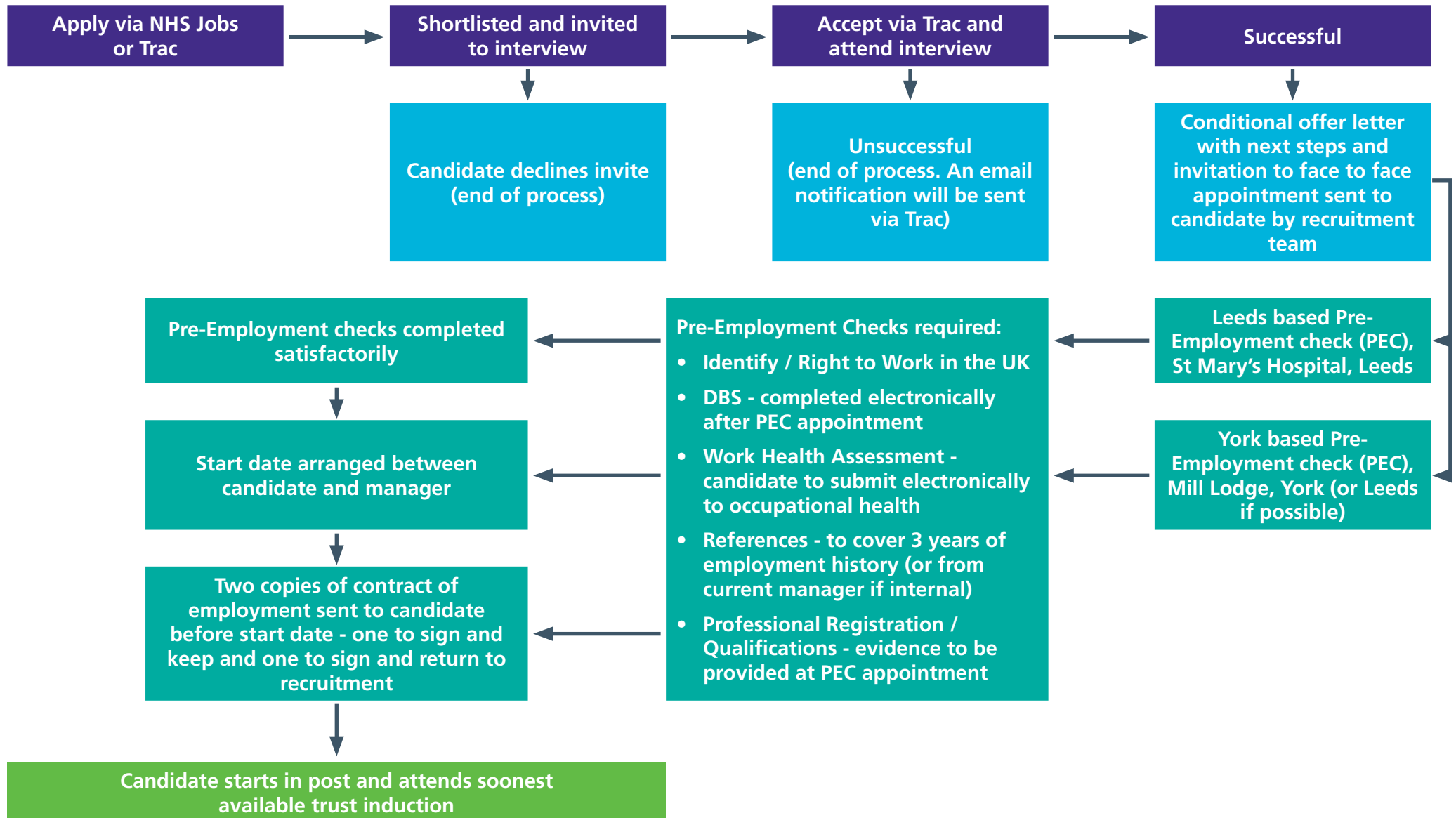
Pay

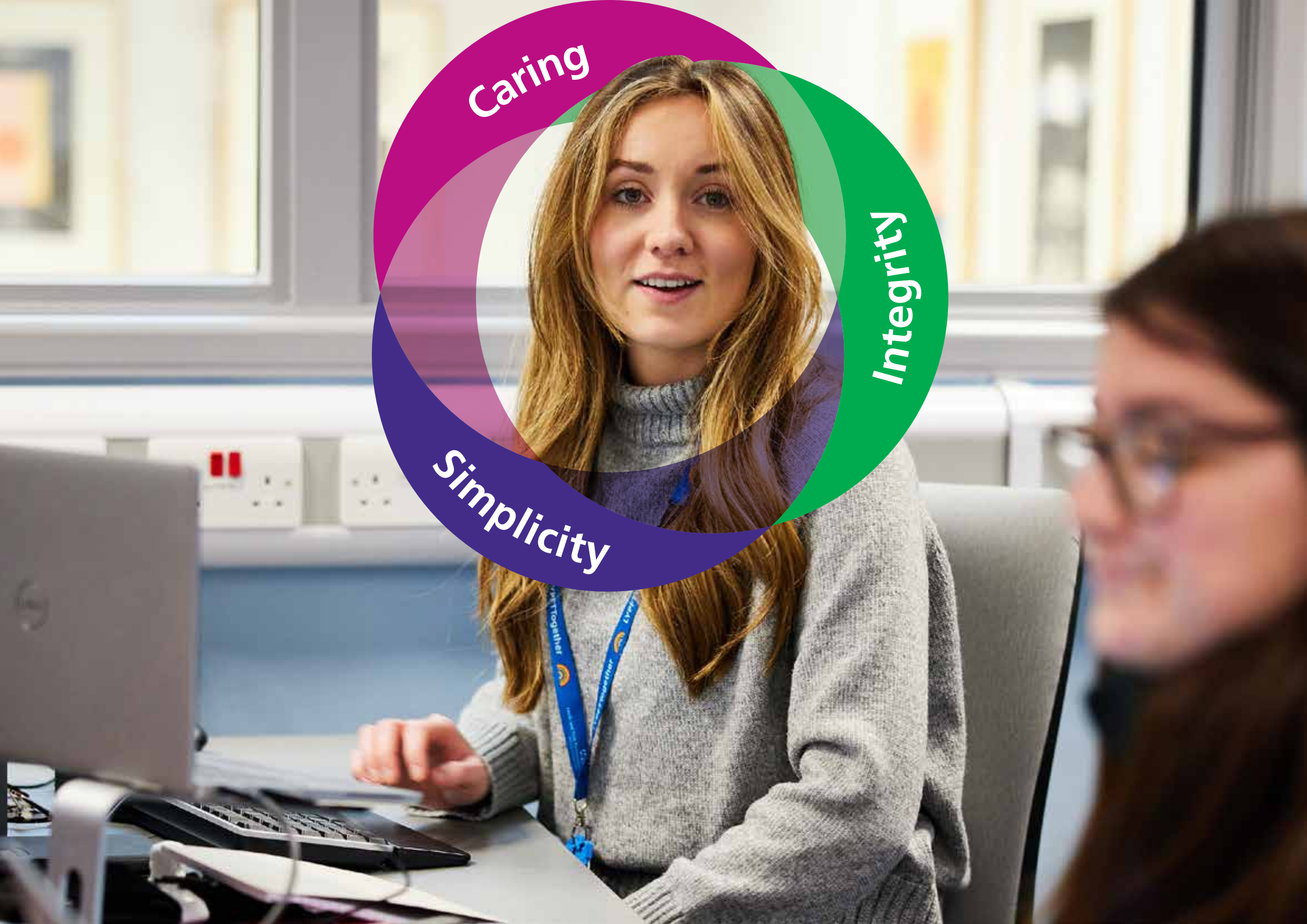
New staff will normally be appointed to the minimum of the pay band. Staff transferring from one post to another in the same pay band within the NHS will enter the band at the same point that they were previously on and retain their incremental date. Staff promoted within the NHS will enter the new pay band at the minimum or the first point of the new pay band that gives them an increase in salary with the incremental date reverting to the start date in the new post. Any previous NHS service will be subject to confirmation by the Payroll Department.

Data Protection

The personal data provided on your application will be used for the purpose of recruitment and selection procedures to enable the Trust to perform its obligations under the contract of employment for successful applicants and for equal opportunity monitoring purposes. Should your application be unsuccessful, then your application will be kept for 12 months before being confidentially destroyed. Thank you again for your interest and good luck with your application. If you require any further assistance, please contact the Recruitment Team or the Department indicated on the Advert and Job Description.

Recruitment process for candidates





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Workforce / HR Privacy Notice

Leeds and York Partnership NHS Foundation Trust ("the Trust") are the accountable Data Controller for employee data. Contact addresses are as follows:-

Head Office and Data Protection Officer:

Trust HQ
St Marys House
St Marys Road
Leeds
LS7 3JX

The Trust Workforce / HR team will collect, store and process information relating to your recruitment, employment and the management of your career within the Trust. Your contract of employment with the Trust will form the legal basis for this data processing, and the processing of your data is essential to your employment with the Trust.

Data processed will include your personal & demographic information, previous employment data and referencing, Right to Work documents, equality monitoring data, emergency contacts, banking information (for payroll), healthcare data (where required for sickness absence monitoring and Occupational Health assessments), forensic data (where required for DBS screening), shift assignments (for gathering enhanced rates of pay for payroll purposes, measuring European working time directive compliance & business continuity), appraisal and employee relation data (for HR personnel file compliance), verification of your professional registration (if applicable), and data concerning your pension.

When required, the Trust will share your information with the organisations, agencies and bodies listed below, for the purpose shown. We will only share information which is relevant to that particular purpose, and will not share your information outside of these purposes without your explicit consent, unless required to do so by law. The Trust does not process personal data outside the European Economic Area.

Who	Why
Leeds Teaching Hospital Trust (LTHT)	Payroll
South West Yorkshire Foundation Trust (SWFT), York Teaching Hospital Foundation Trust	Occupational Health Junior Doctors rotation
Leeds Community Healthcare NHS Trust (LCH)	Junior Doctors rotation
Electronic Staff Record (ESR)	NHS Workforce management solution - applicable in participating NHS organisations
Tusker	Lease company car
The Home Office (HO)	Government department responsible for visas and immigration
Allocate Software	Healthcare data and personal and demographic data for the purposes of e-Rostering
Learn Direct	Apprenticeships
Trac systems	Recruitment management software
Atlantic Data	Providers of 'Disclosures DBS'
FirstCare	Sickness absence management service provider
Audit Yorkshire	Audit, anti-crime, advisory and consultancy services

When required, the appropriate information about you will be shared and used to support the following:

Professional Registration and Regulatory Bodies
Nursing and Midwifery Council (NMC)
Health & Care Professions Council (HCPC)
General Medical Council (GMC)
Disclosure and Barring Service (DBS)
Quality Care Commission (CQC)
Royal College of Psychiatrists (RCPSYCH)

The Trust will retain and subsequently securely dispose of Workforce / HR records in accordance with the requirements of the Records Management Code of Practice for Health & Social Care.

The following systems will provide automated alerts to an appropriate member of Trust staff when information changes;

Trac systems will notify at; application, referencing, DBS updates, and hiring manager progress reporting. ESR will notify through employee self-service changes.

Additional Recruitment Data
Referencing: internal and external
Talent Screener (assessment)
Psychometric testing
OPQ assessments
Fit and Proper Person Tests

You have a right to request a copy of any and all the records the Trust holds that are about you, which we will provide to you within 30 days of receiving your written request. We will correct any factual errors within your records. You have a statutory right to raise a complaint with the Information Commissioner's Office if you feel we have failed to honour your rights under Data Protection.

Frequently asked questions

The Recruitment Team prides itself on efficient, simple, reliable and responsive support to recruiting managers as well as a first class, candidate experience, enabling the Trust to employ the right people with integrity, to provide the best care for our service users.

Welcome to your future at Leeds and York Partnership NHS Foundation Trust

We're looking forward to you joining the Trust. Please read through this list of Frequently asked questions to help answer any questions you may have:

What is a DBS and do I need one?

A DBS (Disclosure and barring service) is a criminal background check and is essential for a lot of staff working in the NHS. If you require a DBS for your role, we will ensure you have the correct level of DBS. Your DBS needs to be on the update service which will cost you £13 per year. You can claim this cost back from expenses, if applicable, when you are in post. If you already have the correct level of DBS and it is registered to the update service, let us know and we can check this.

You must maintain your DBS on the update service and keep the original certificate.

When can I hand my notice in?

It is your decision when to hand your notice in, however, we would strongly advise you to wait until all the pre-employment checks have been completed before doing so. We will let you know as soon as the pre-employment checks are complete with an email via Trac (your new manager will also be copied in), its at this stage we recommend you hand your notice in.

When will I get paid?

Pay day is the 27th of the month or the nearest date if this falls on a weekend or bank holiday.

You will need to start your new job by the 15th of the month to be paid in that month.

Payslips are generated automatically via the ESR system and available for all staff to view and download a week before payday.

How much holiday will I get?

Annual leave is calculated from the 1st to the end of the month and calculated as a complete month. Annual leave entitlement will start from the 1st of the following month if employment commences part way through the current month.

0 – 5 years' NHS Service 27 days (Pro rata for part time employees)

5 – 10 years' NHS Service 29 days (Pro rata for part time employees)

10 + years' NHS service 33 days (Pro rata for part time employees)

Will I get a pension?

All staff will be automatically enrolled into the National Health Pension Scheme (NHSP) if eligible. You can opt out of the NHS pension scheme if you wish.

Is there free parking?

Our sites have different parking arrangements – contact your new manager for more information on the site you will be based on.

Will I get a uniform?

This depends on the role or service you will be working in. Contact your new manager for more information.

I work for another NHS Trust; will my benefits transfer over?

If you work for another NHS Trust, please send us your current or last payslip during the pre-employment checks to ensure you start on the correct salary. The Inter Authority Process, (IAT), automatically transfers your salary, annual leave entitlement, continuous service date and other benefits.

Can I take a few days off between NHS jobs and not lose my continuous service?

Please see information on continuous service.

<https://faq.nhsbsa.nhs.uk/knowledgebase/article/KA-23759/en-us>

Can I transfer my salary sacrifice car, or can I get a lease car with me job?

Please contact cpcdrive.lypft@nhs.net for information on our salary sacrifice car leasing.

Trust welcome and training

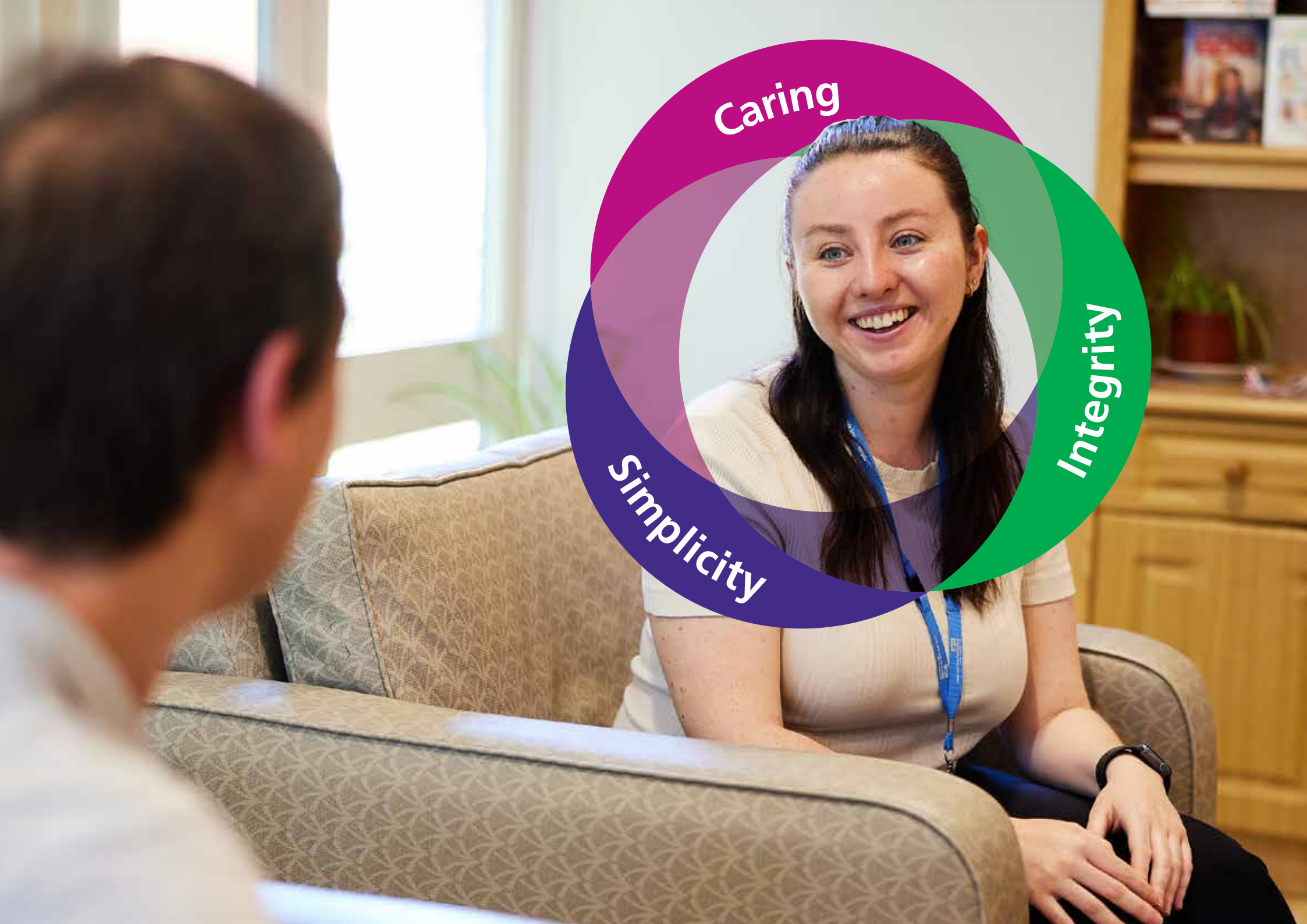
You will be invited to book on to the Trust Corporate Welcome day within your first 4 weeks in post, this is done virtually via MS-Teams. There will also be local inductions in the service where you will be working which your manager will go through with you when you start.

If you have any other queries or questions, please ask your recruitment officer, or contact the team.

The recruitment team are always happy to help if we can.

Tel: 0113 855 9900 Option 1

Email: recruitmentlypft@nhs.net



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www.leedsandYorkpft.nhs.uk