
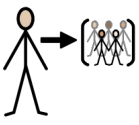






Recruitment Standards

No.	Standard	Easy Read Wording	Picture / symbols	Example	How do we know we are meeting the standard	Score (1-to-5)	
1	There is a policy or procedure in place that supports service users to be involved in recruitment	I can read about how to help hire staff		Policy document/ Local Procedure/ Service User version that is accessible		<input style="width: 40px; height: 20px;" type="text"/>	
2	Service users are involved in the recruitment process and are supported by the Lead for Involvement to do so	I can help to hire staff		Job Description/ Procedure includes service user. May include: interview panel/ questions / Open days		<input style="width: 40px; height: 20px;" type="text"/>	
3	Informal recruitment training is offered to service users to ensure the experience is enjoyable and meaningful	I am given training to help hire staff		Recovery College Course/ Brochure on what to expect in an interview/ Confidence in Communication & Confidentiality		<input style="width: 40px; height: 20px;" type="text"/>	
4	Service users are recognised for their involvement in the recruitment process	I am rewarded for my help to hire staff		Certificate/ Feedback letter for CV/ Extra Personal or Ward activity/ Payment or voucher agreed by local procedure		<input style="width: 40px; height: 20px;" type="text"/>	
5	Service users are involved in staff induction	I can help staff when they first start work		'service user passports'/ quick procedure guide/ 'Get to know me'/ ward tour/ welcome guide		<input style="width: 40px; height: 20px;" type="text"/>	
6	Service users are involved in staff training	I can help with staff training		Ice breakers/ Service user presentations/ filmed content/ collaborative training - diagnosis, risk, reducing restrictive practice		<input style="width: 40px; height: 20px;" type="text"/>	
7	Free flow box – Please tell us about any areas of good practice: e.g. retention, well-being, staff progression, ward culture						<input style="width: 40px; height: 20px;" type="text"/>
					Average Score for the area	<input style="width: 40px; height: 20px;" type="text"/>	

Service name:



Secure Quality Involvement Tool (SeQuIn Tool)

RAG Rating	
5 Green	Fabulous!
4 Green Amber	↕
3 Amber	Functional!
2 Amber Red	↕
1 Red	Action!

Recruitment Standards - Actions

Your scores will help you decide which action to work on

<p>Our agreed Action is:</p> <p>(Please only choose one or two to make sure they are achievable and meaningful)</p>	
<p>Our Action will improve this Standard:</p>	

*Reviewed by service users and staff in the 'Standards Review Committee 2022'

Copyright © Yorkshire and Humber Network, 2022, All Rights Reserved.