

Checklist - 3

Creating an Engaging VAC Experience

#	KEY THINGS TO KEEP IN MIND	STATUS
1.	Inform participants beforehand, about next steps post the VAC (<i>shortlisting, sharing of feedback reports, development planning etc</i>).	<input type="checkbox"/>
2.	Encourage questions and address any other queries about the assessment process or the way forward.	<input type="checkbox"/>
3.	Assign an HR representative for resolving any process related queries and share relevant contact details.	<input type="checkbox"/>
4.	Assign an IT representative for resolving any technical queries and share relevant contact details.	<input type="checkbox"/>
5.	Post the assessment, send participants an email thanking them for participating in the VAC and reiterating next steps.	<input type="checkbox"/>
6.	Seek feedback from participants on their VAC experience.	<input type="checkbox"/>
7.	If VAC was used for selection purposes, communicate the results to participants and stakeholders, along with the selection criteria to maintain process transparency.	<input type="checkbox"/>
8.	Share individual feedback reports with all participants (<i>even those who are not selected, in case of a selection process</i>).	<input type="checkbox"/>
9.	Provide feedback to participants (individual / group) to help them understand their strengths and development priorities.	<input type="checkbox"/>
10.	If needed, assign someone who the participants can reach out to, for queries or clarifications, post receiving their feedback reports.	<input type="checkbox"/>