



# Employee Retention Assessment™

Company \_\_\_\_\_ Date \_\_\_\_\_ Quarter \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

**Use this assessment to do a rough analysis of retention issues and determine areas to focus attention. Determining the root cause of retention problems as well as focused and custom solutions related to the cause are needed to produce ideal results. Prioritizing the solutions that will produce the most value to the organization is also recommended. (For a detailed analysis see *Managing Employee Retention*, Jack J. Phillips, Ph.D. and Adele O. Connell, Ph.D. Another reference book used was *Love 'Em or Lose 'Em* by Beverly Kaye and Sharon Jordan Evans).**

- What retention issues do you currently face in your organization?
- What employees? At what levels?
- What functional positions? What departments?
- Is the Cost of Turnover computed? Y/N    Tracked? Y/N    Benchmarked? Y/N    What is it? \$ \_\_\_\_\_
- Why do people usually leave?
  - 1.
  - 2.
  - 3.
- What % do you hire from outside the company? \_\_\_\_\_%    Promote from inside? \_\_\_\_\_%
- Retention Training Programs in place? Check all that apply:
  - New Employee Orientation (HR/Paperwork)
  - New Employee Orientation (How to Be Productive in the 1<sup>st</sup> 90 Days)
  - New Supervisor
  - Mid-Level Supervisor
  - Advanced Supervisor
  - Leadership Development Courses
  - Team Development
  - Time Management & Productivity
  - Diversity/Cultural Competence
- Effective Recruiting Methods Y/N
- Effective Interviewing & Selection Y/N
- Job Fit Process Y/N
- Career Development Process? Y/N
- Succession Planning? Y/N
- Executive Coaching? Y/N
- Mentoring? Y/N
- Affiliation Groups? Y/N
- Effective Performance Appraisal Process in place? Y/N
- Appropriate Pay & Rewards Program in place? Y/N
- Effective Employee Assistance Program (s) in place? Y/N
- Appropriate work environment developed Y/N
- How good is communication and information exchange within the organization?
- How well does the organization connect people inside and outside the organization?