



GrowthWise

SEARCH PARTNERS

Recruitment that Raises the Bar.

EMPLOYEE RETENTION



Retaining your talent is an important part of the holistic talent lifecycle.

This retention checklist is your reference guide for ensuring you are investing in maintaining your most valuable assets – your team!

Employee Retention Checklist

- We are performing exit interviews with outgoing employees to identify areas of opportunity
- We are performing “stay interviews” with key employees to identify points of engagement and points of contention
- We know what is important to our team and what their career desires are
- Employees are aware of their career development plans / how they can grow to the next level
- Employees are aware of how their success is being measured
- Communication about key strategic goals at the organization level are being communicated regularly (at least monthly)
- Employees understand how they are being measured and are provided with clear success metrics
- Employees receive regular feedback (at least every 90 days/quarterly)
- Employees have the opportunity to provide their feedback and ideas, through a formalized process
- Employees refer their friends to come to work here

THE 4 E's OF EMPLOYEE RETENTION

ENGAGE

Understand & include your workforce in their career development and in key meetings and decisions, where appropriate.

EMPOWER

Know what motivates your team. Hold them capable for performance. Give responsibility (and allow failure).

EQUIP

Provide your team with the training and tools they need. Practice skill building.

EVALUATE

Provide clear measurement on how employees are evaluated and measured. Provide honest feedback.

Conversations with Your Team

Effective conversation identifies and bridges gaps. Communication Gaps. Expectation Gaps. Gaps in your employee's needs, desires, wants between what both sides think and know.

As a leader, you can bridge those gaps.

Helpful Word Tracks for Meaningful Conversation

- Tell me more about ...?
- I'm curious about...
- Will you share with me...?
- Can you tell me about...?
- What's it like for you...?
- How does that make you feel?
- How can we change...?
- What are your thoughts about...?
- What are you...
 - Working on?
 - Celebrating?
 - Challenged by?
 - Hoping to accomplish next?

Leave Your Bias Behind

Be open to the answer without a hope of the way it will turn out.

Answers are not good or bad, they just are.

Be careful of finding evidence for anything you want to be true.

Avoid immediate problem solving mode.

Neutrality is the opposite of judgement.

These tools, and more, drawn from the book "Bridge the Gap - Breakthrough Communication Tools to Transform Work Relationships".

