

New Hire Retention Checkslist

Retaining great employees is one of the most effective ways to improve performance, reduce costs, and strengthen your team. This checklist outlines the core leadership, culture, and development practices that keep employees engaged, motivated, and committed for the long term. Use this checklist to ensure your team has the structure and leadership they need to stay and thrive.

EMPL NAM	LOYEE E	START DATE
LEADERSHIP	O Hold monthly 1:1 meetings O Set clear expectations for performance and behavior O Provide timely, specific feedback O Share department goals and priorities O Encourage questions and input	NOTES
CULTURE & TEAM	Create a welcoming, respectful environment Recognize great work regularly Address negative behaviors quickly Encourage collaboration and mentorship Celebrate wins (big + small)	
DEVELOPMENT	O Provide a 30/60/90 development roadmap Offer OEM or skills-based training opportunities Support certifications, or continuing education Show a visible career path Discuss development goals twice a year	



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EMPLOYEE NAME		START DATE
WORKLOAD	O Balance workload fairly across the team O Ensure processes are clear O Adjust staffing or schedules during peak season O Prevent ongoing burnout cycles O Provide needed tools, technology, and resources	NOTES
COMPENSATION	O Review market pay annually Offer retention incentives or completion bonuses Provide predictable scheduling when possible Ensure benefits are communicated clearly Oconduct "stay interviews" before problems escalate	
RETENTION	Monthly check-ins after onboarding Semi-annual stay interview Recognition rhythm (weekly or monthly) Clear path for advancement O	