



RETENTION STRATEGY CHECKLIST

A tool to help businesses evaluate, implement, and refine strategies for a more engaged workforce; identifying strengths, areas for improvement, and potential risks for better satisfaction, retention, and organisational success.

To score: **Doing Well** = 3 points, **Needs Attention** = 1 point, **Risk Area** = 0 points. For each strategy, note the total for that area, and then at the end add up your overall total score.

STRATEGY #1: RECOGNITION AND REWARD	DOING WELL	NEEDS ATTENTION	RISK AREA
We catch people doing the right thing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We acknowledge personal milestones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We recognise work achievements regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We understand the different personality needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SCORE

STRATEGY #2: LISTEN TO YOUR PEOPLE	DOING WELL	NEEDS ATTENTION	RISK AREA
We interview our people on why they stay.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We conduct exit interviews on why people leave.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We seek feedback via satisfaction and engagement surveys.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We listen in candidate interviews for what potential employees are looking for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SCORE

STRATEGY #3: REGULAR FEEDBACK	DOING WELL	NEEDS ATTENTION	RISK AREA
We conduct regular performance reviews.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Informal check-ins are a part of our weekly operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have forums for real-time feedback like Slack, Teams, Meets etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We don't just listen to feedback, we actually follow it up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SCORE

STRATEGY #4: TRAINING AND DEVELOPMENT	DOING WELL	NEEDS ATTENTION	RISK AREA
We conduct training needs assessments for employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We focus on skill enhancement training and workshops.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We look for continuous learning opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We arrange mentoring and coaching where appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SCORE

STRATEGY #5: INDUCTION AND ONBOARDING	DOING WELL	NEEDS ATTENTION	RISK AREA
We structure the onboarding experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We provide a forum to clearly communicate expectations (both ways).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We quickly integrate new employees into our culture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We conduct structured onboarding check-ins and reviews.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SCORE

OVERALL



YOUR RESULTS

15 points or less

If you scored less than 15 points, your employee retention could be at risk. Now would be the ideal time to focus on reviewing your overall HR strategy to make sure that you can implement changes into your business.

Look for low-hanging fruit, such as having a formal discussion with your key, or “at risk” employees to find out how they are going in their role, what development opportunities they might be looking for, and what their present challenges are. Seek to address these as soon as possible.

16 – 34 points

If you scored between 16 and 34 points, you’ve made some progress in your retention strategy, with room for improvement. You will most likely need to focus on key areas where you are most at risk while checking the effectiveness of your current initiatives that may need more dedicated attention.

Your goal is for more secure ongoing retention by ensuring that you have processes and procedures integrated into one aligned strategy across your business. This way you embed the strategies in the day-to-day operations of your teams and it’s not something extra that you need to think about.

35 points and above

Congratulations! You are probably in great shape from a retention point of view and hopefully experiencing low turnover. As with all things, there are areas where you can still make improvements.

Note the areas where you have scored the lowest. Look for opportunities to implement further processes in your workplace to mitigate any risk. Your focus should be on measurement and planning while maintaining regular dialogue with your people to avoid any retention slippage.

WHAT NEXT

At Howardco, we deliver retention-winning strategies through policies and procedures, retention checklists, business health checks, and in-depth employee engagement surveys to embed best practices into your business.

Please contact us at info@howardco.com.au to discuss how we can support you with retaining and getting the best from your team in 2024 and beyond.