

The Employee Retention Worksheet



Most companies know their overall turnover rate. But the overall rate doesn't always tell the whole story.

Some turnover is simply unavoidable. There was nothing you or the company could have done to keep the person. For example:

- An employee's spouse gets a job in another state and the family had to move.
- A 40-year employee takes retirement
- An employee commits fraud and must be dismissed
- The company has to downsize and lays off 35 people

But then there's the unwanted or avoidable turnover.

These are people who left for various reasons that were completely within the manager's or company's control. Things such as:

- A micromanaging supervisor
- Lagging compensation
- Lack of training
- No clear path for advancement

Many of these things are very fixable. And if they had been fixed, a good employee may have stayed and made your company better.

Segment your turnover to spot problems

Obviously, you can't revamp everything just to keep one person. But do you really know that it is only one person?

Unless you are segmenting and evaluating your departures with some consistency, you may have a bigger problem than you know. Some simple segmentation can help you spot if you have a problem or give you a heads up that you have:

- A particular manager who is in serious need of one-on-one communication training
- A department that isn't committed enough to developing its people, or
- That pay in certain job functions are lagging the marketplace.

On the next few pages, we offer you three Employee Retention Worksheets that you can use to look at your unwanted or avoidable turnover by:

- Supervising Manager
- Department
- Location or work site

Putting those worksheets to use could help you fix some problems and improve retention of employees you don't want to lose.

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Employee Retention Worksheet

Tracked by Supervising Manager

Time Period _____

	Name of Supervising Manager	Top Performers	Solid Performers	Low Performers
AVOIDABLE DEPARTURES				
UNAVOIDABLE DEPARTURES				
REASON UNKNOWN				
INITIATED BY COMPANY				

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Employee Retention Worksheet

Tracked by Department

Time Period _____

	Name of Department	Top Performers	Solid Performers	Low Performers
AVOIDABLE DEPARTURES				
UNAVOIDABLE DEPARTURES				
REASON UNKNOWN				
INITIATED BY COMPANY				

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Employee Retention Worksheet

Tracked by Location

Time Period _____

	Name of Location	Top Performers	Solid Performers	Low Performers
AVOIDABLE DEPARTURES				
UNAVOIDABLE DEPARTURES				
REASON UNKNOWN				
INITIATED BY COMPANY				