



Retention Practices Pre-Checklist

Be a company people want to work for

1. Adopt a “give-and-get-back” philosophy
2. Measure what counts and pay for it
3. Inspire commitment to a clear vision and definite objectives
4. Understand Climate Drivers

Select the right people in the first place

1. Understand why some leave and others don't
2. Redesign the job itself to make it more rewarding
3. Define the results you expect and the talent you need
4. Use multiple interviewers and reference checking
5. Give realistic job preview
6. Reward employee referrals of successful new hires
7. Hire and promote leaders who have the talent to manage and lead people
8. Hire from within when possible
9. Creatively expand your talent pool

Get them off to a great start

1. Give new hires the red carpet treatment
2. Communicate how their work is vital to the success of the organization
3. Get commitment to performance agreement
4. Challenge early and often
5. Teach them how to do their jobs. Offer development opportunities for future growth



Coach and reward to sustain commitment

1. Proactively manage the Performance Management system
2. Recognize results
3. Train leaders in career coaching and expect them to do it
4. Give employees the tools to take care of their careers
5. Know when to keep and when to let go
6. Have more fun