

SelfAudit

Employee Retention Risk Assessment Self Audit- for Managers

Directions: Respond to each question or statement with a "yes" or a "no" reflecting on your own experience as a manager/supervisor of each employee - as per the name in each column.

Scoring Key:

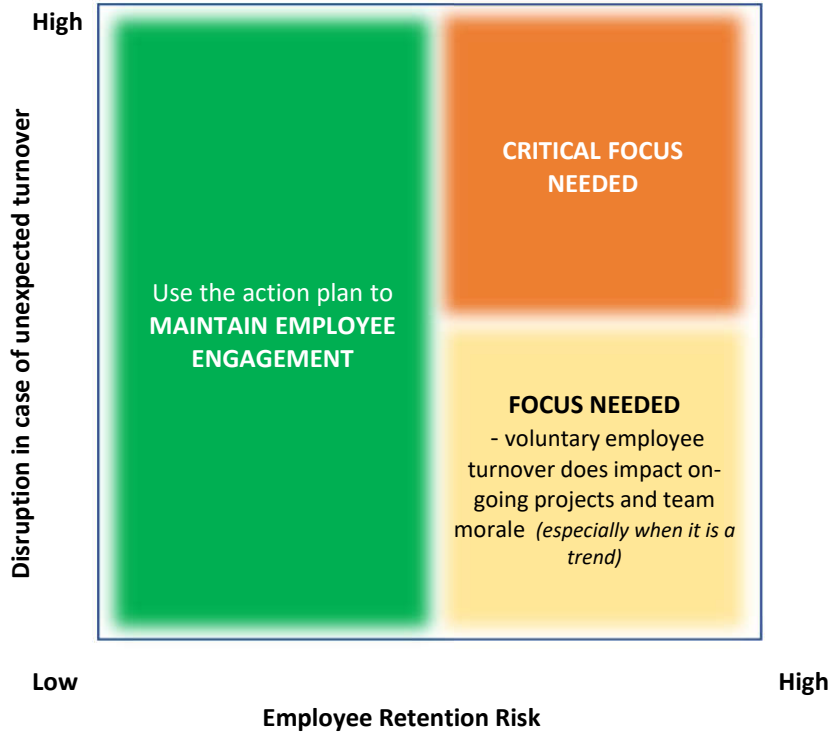
0-5 "No" : Low Risk
 6-12 "No" : Medium Risk
 13-18 "No": High Risk

Employee retention is strongly related to a few key areas:

How valued, included, and supported by the manager, does the employee feel? To understand the needs of the employee, the manager needs to set up regular meetings with the employees to not only talk about work, but also about topics that relate to the employee's development and career goals and interests. It is also important to understand how well the current role aligns with the employee's interests and goals.

		Employees reporting to Manager						
		Employee names:						
Diversity and Inclusion	Is my behavior inclusive towards this person?							
	Do I invite and encourage contrary views to my ideas from this person?							
	Am I transparent in my expectations of this person?							
Manager Employee Relations	Do I maintain an open, trusting and mutually respectful relationship with this employee?							
	Do I know what drives this employee (work/life) and work with him/her towards his/her objectives?							
	Do I know for a fact that this employee perceives his/her total rewards to be fair?							
	Do I know for a fact that this employee perceives he/she receives recognition for their achievements?							
	Do I understand why this employee has chosen to work here and not at another company?							
Employee's work-life Balance Satisfaction	Do I understand if the working environment fits well with this employee's personal and career needs?							
	Do I understand and support this employee in his/her interests or hobbies outside of work?							
	Do I know for sure that this employee's attitude, physical health, and overall status have been healthy for the past six months?							
Alignment with Employee's Job Interest	Do I know if the employee's values are consistent with the organizations values and culture?							
	Does this employee demonstrate passion and enthusiasm for his/her work?							
	Do I know how satisfied the employee is with aspects of his/her work situation (i.e. role, co-workers)?							
Employee's Career Goals	Do I know if the employee's current role is aligned with his/her long-term goals?							
	Have I discussed career choices and options (within Company) with this employee?							
	Am I currently and actively working with this employee towards his/her career goals?							
	Have I had a discussion with this employee about ways he/she can contribute to the project's/division's/function's success?							
Retention Risk (Count Number of "No")								
What is the risk per employee? (See the scoring key above to select the risk - low, medium, high)								
What is the level of disruption to your unit/project/function if this employee should decided to leave? (High, Medium, Low)								

AssessRiskAction



Directions: Use the information from the SelfAudit sheet to identify which quadrant each employee would be in from a Employee Retention Risk perspective and also from the impact a voluntary departure would have on your current business/unit/project. The horizontal axis is low to the left and high to the right and the vertical axis is low at the bottom and high at the top.

Names of employees in the critical focus area:

Names of employees in the focus needed area:

Names of Employees to maintain engagement with:

ACTION PLAN

Employee Retention Action Check-list for Managers

Direction: Viewing the employee retention risks that are in the "Focus" areas (see previous Risk Assessment), complete one of these sheets for each employee. Engage with the employee and talk about the topics mentioned below.

Employee Retention Risk Category	Action steps		(Employee name)
Diversity and Inclusion	Am I treating this employee like his/her colleagues - fairly with respect to i.e. performance assessments, support, feedback, inclusion, assignment of tasks?	<input type="checkbox"/>	
	Does employee know why you are happy that he/she is on your team for the value he/she brings to the team/team objectives.	<input type="checkbox"/>	
	Do I ask this employee for his/her ideas on internal projects or initiatives?	<input type="checkbox"/>	
	Do I welcome suggested improvement changes to policies and work processes from this employee?	<input type="checkbox"/>	
Manager Employee Relations	Recognize employee's accomplishments both publicly and privately.	<input type="checkbox"/>	
	Setup and conduct regular meetings with the employee - formally and informally.	<input type="checkbox"/>	
	Inquire about his/her work motivations - focus on aspects that makes him/her stay at the company.	<input type="checkbox"/>	
	Ask questions to learn what is important at work and in life to him/her.	<input type="checkbox"/>	
Employee's work-life Balance Satisfaction	Ensure employee understands communications about rewards and benefits and feels comfortable to ask questions.	<input type="checkbox"/>	
	Ask about and discuss reasons for health or attitude changes (if you notice this). (tiredness, mood swings etc)	<input type="checkbox"/>	
	Learn about the employee's personal interests outside of work.	<input type="checkbox"/>	
	Ask what the employee's preferred working pattern is (per day/week).	<input type="checkbox"/>	
Alignment with Employee's Job Interest	Discuss options for employee's work hours, work style, workload etc.	<input type="checkbox"/>	
	Demonstrate Company's values and recognize employee for exhibiting them.	<input type="checkbox"/>	
	Express your enthusiasm and passion for the project/function/division.	<input type="checkbox"/>	
Employee's Career Goals	Offer new opportunities/internal projects across functions or divisional areas to the employee to participate in. (i.e. Internal improvement initiatives)	<input type="checkbox"/>	
	Invite the employee to create a development plan that focuses both on skills for the current role and for future roles that he/she aspires to.	<input type="checkbox"/>	
	Offer the employee opportunities to be on internal teams working on improvements or innovative projects where he/she can learn skills that support his/her development needs.	<input type="checkbox"/>	
	Work with the employee to ensure he/she can attend training events.	<input type="checkbox"/>	
	Discuss with the employee the value he/she brings to the organization.	<input type="checkbox"/>	
	Learn about the employee's career goals and personal aspirations.	<input type="checkbox"/>	