

## EMPLOYEE RETENTION STRATEGY CHECK LIST

---

**Overview:** The below outlines key programs and management activities you can take to ensure you are recognizing, developing, motivating, and retaining top talent. We suggest an annual audit of your Employee Retention Strategies and a focus on your top three initiatives to influence employee satisfaction.

Culture and Team Building		Notes
	How we acclimate and welcome new team members	
	Fun meeting activities/twists, such as icebreakers	
	Team-building activities or social events	
	Team festivities or other family-friendly events	
	Review of current steering committees: recognition, culture, team-building, philanthropy, festivities/milestones, training, innovation, etc. and committee member review	
	Philanthropy/Volunteering: steering committee review, philanthropy, events/activities, nonprofits supported, philanthropy PTO, etc.	

Training and Development/Mentorship		Notes
	Technical training offerings and utilization	
	Evaluate current programs: leadership development, mentorship, quarterly lunch n' learns, etc.	
	Reimbursement for conferences, training licenses, certifications, education, etc.	
	Offer sandbox environment with access to new tech	

Employee Satisfaction Audit		Notes
	Gauge employee satisfaction with current tasks/duties	
	Capture employee feedback on additional responsibilities and interests	
	Open floor: questions, concerns, challenges, evaluation of workload and work-life balance	

Performance and Accountability		Notes
	Outline and communicate core contributions and impact	
	Weekly/Monthly/Quarterly/Yearly Goals	
	Evaluate current 1-on-1s: cadence, topics, goal setting, performance feedback delivery, and other suggestions	

## EMPLOYEE RETENTION STRATEGY CHECK LIST

Recognition Program		Notes
	Evaluation of current recognition programs	
	Offer peer-to-peer recognition opportunities	
	Program/avenue to capture employee feedback	
	Strategy for recognition: team/company meeting, team social event, newsletter, website, social channels via Yammer, Teams, etc.	
	Award, plaque, gift card, time off, flexed workweek schedule, remote workday, special parking, other	

Work Environment/Facility		Notes
	Gym or gym membership allowance	
	Fitness/Wellness/Self-care programs and resources	
	Perks in space: game room ( <i>ping-pong, foosball, pool, video games</i> ), cafeteria or break room ( <i>free snacks, drinks</i> ), and other options ( <i>steering committee or team suggestions</i> )	
	Evaluate collaboration & communication: team meetings, virtual tools, whiteboard wall(s), etc.	
	Evaluate and make improvements to equipment, workspace/workstations, tech, tools, etc.	

Innovation		Notes
	Technology roadmap: new technology, upgrades, add-ons	
	Project workflows & team processes	
	Tech trends research, report, or conferences	
	Offer time for innovation: pet projects, hackathons, time for social good initiatives, etc.	

Compensation		Notes
	Review and compare market rates	
	Bonuses, awards, or other incentives	

### Top Three Focus Areas:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_