

# EMPLOYEE RETENTION SCORECARD

Retaining employees is critical for any business and falling short on retention can be devastating to your bottom line. It costs nearly 20% of an annual salary to replace an employee, so implementing proactive retention strategies is key to maintaining your workforce.

Answer the questions below to determine if your organization has a high turnover risk.

**INSTRUCTIONS:** Begin by answering the questions below. Each response will be given a numerical value depending on the answer. After completing the questions, total your score using the scale at the bottom of the page.

- **YES:** 0 points      - **NO:** 2 points      - **UNSURE:** 2 points

QUESTION	YES	NO	UNSURE	SCORE
1. Have you reviewed employee pay scales within the last three years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do you survey employees' career growth desires each year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Have you compared your health insurance against similar companies in your industry?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Do you routinely survey employees to ensure they feel comfortable and included in the workplace environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Do you track top employee performers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Do you monitor the market to ensure top performers are appropriately compensated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Have you surveyed employees in the past to gauge their workplace satisfaction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Do you have a retention strategy in place for when a top performer comes to you with another offer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Do you offer incentives beyond health benefits to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Have you implemented employee engagement strategies to curb turnover proactively?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TOTAL SCORE:</b>				

- Low risk. 0-6
- Moderate risk. 7-13
- High risk. 14-20

