

# Employee Retention Assessment & Turnover Calculator

*"Creating Best Places to Work"*



**Gregory P. Smith, MS**  
**Chart Your Course**  
**International**

**800-821-2487**  
**770-860-9464**

[www.HighRetention.com](http://www.HighRetention.com)



# EMPLOYEE RETENTION ASSESSMENT

Scoring Directions: Rate your organization on a scale of 1(lowest) to 10 (highest) for each item. Circle the appropriate rating.

## 1. Deploy a Leadership Strategy

- There is a clarity and strength to our organizational values and mission
- Senior management demonstrates our organizational values
- Our vision is understood by our workforce
- High level of respect and support for our senior management
- It is clear our organization is well managed
- The cost of turnover is measured

Low 1      2      3      4      5      6      7      8      9      10 High

Score: \_\_\_\_\_

## 2. Provide Direction and Lead by Example

- First and second level managers have respect and support from the workforce
- Managers and supervisors visibly behave in ways that reinforce our values
- They are evaluated on how effective they retain their workforce
- Supervisors receive management training

Low 1      2      3      4      5      6      7      8      9      10 High

Score: \_\_\_\_\_

## 3. Recruitment and Selection

- Essential behaviors have been established for key jobs
- Employees hired based on behaviors and competency models
- Interviewers are properly trained and a structured approach to interviewing has been established
- A program is in place making everyone responsible for recruitment--not just recruiters

Low 1      2      3      4      5      6      7      8      9      10 High

Score: \_\_\_\_\_

## 4. Orientation and Onboarding

- On boarding program is in place for new employees
- We conduct random surveys asking why people stay at our organization
- Exit interviews are conducted
- New employees are assigned a "go to" person to help assimilate them
- We survey new employees during the first 30 days on the job

Low 1      2      3      4      5      6      7      8      9      10 High

Score: \_\_\_\_\_

**5. Build Connections and Communication**

- We identify barriers and obstacles to good communication
- We have a specific plan and evaluate how well we communicate to our workforce
- Managers conduct retention reviews with their employees
- We have worklife flexibility programs in place
- Employee satisfaction surveys are conducted on a regular basis
- We know the top reasons employees quit their jobs
- We know the top reasons employees stay with our organization

**Low 1      2      3      4      5      6      7      8      9      10 High**

Score: \_\_\_\_\_

**6. Rewards, Recognition, and Reinforcement**

- We provide competitive pay and benefits
- We have identified the important behaviors we want to reward and recognize
- We have formal and informal reward and recognition programs
- Senior managers participate in and support reward and recognition programs

**Low 1      2      3      4      5      6      7      8      9      10 High**

Score: \_\_\_\_\_

**7. Charged Environment that Engages the Workforce**

- We focus on making work and jobs mentally engaging and physically energizing
- We have a system to solicit ideas and suggestions from our workforce
- We discover ways to make work fun

**Low 1      2      3      4      5      6      7      8      9      10 High**

Score: \_\_\_\_\_

**8. Employee Learning and Development**

- We strive to create career ladders for all jobs
- Individuals have an opportunity to learn new skills
- We have a commitment to training and development
- We have advanced programs for high potentials
- We provide timely communication of performance to our workforce
- There is a system in place to coach individuals for higher performance

**Low 1      2      3      4      5      6      7      8      9      10 High**

Score: \_\_\_\_\_

**Total Score: \_\_\_\_\_**

## HIRING AND TURNOVER CALCULATOR

### How Much Is It Really Costing?

<p><b>Turnover</b>          How many people have you hired in the last year?          How many have departed during this period?</p> <p><b>Your Turnover rate is</b>  <b>(B/A x 100) =</b> _____ %</p>	<p>A. _____</p> <p>B. _____</p>
<p><b>Interviewing Time Cost</b>          Before hiring a person, approximately how many applicants do you interview?          On average, how long does each interview last?          How many interview cycles have you run in the last year?          The value of your time is:</p> <p><b>The cost of interviewing is</b>  <b>(C x D x E x F) =</b> _____ \$</p>	<p>C. _____</p> <p>D. _____ / hr.</p> <p>E. _____</p> <p>F. \$ _____ /hr.</p> <p>G. \$ _____</p>
<p><b>Salary Cost</b>          A new person's monthly base salary          On average, people who turned over lasted</p> <p><b>The payroll cost for people who turned over is (B x H x I) =</b> _____</p>	<p>H. \$ _____ /mo.</p> <p>I. _____ mos.</p> <p>J. \$ _____</p>
<p><b>Training Cost</b>          How many hours did you invest each month in training, managing, and coaching each person?</p> <p><b>The cost of the time invested in people who have turned over is (B x F x I x K) =</b> _____</p>	<p>K. _____ hrs.</p> <p>L. \$ _____</p>
<p><b>Administrative Cost</b>          Cost of testing and medical exams          Processing of paperwork for newly hired person          Processing of paperwork for departing employee</p> <p><b>Total cost is</b>  <b>(L + M + N) =</b> _____</p>	<p>L. \$ _____</p> <p>M. \$ _____</p> <p>N. \$ _____</p> <p>O. \$ _____</p>
<p><b>THE COST OF HIRING AND TURNOVER IS (G + J + L + O) =</b></p>	<p>\$ _____</p>