

BEST PRACTICES ASSESSMENT FOR RETENTION

Instructions for Using this Tool

- For each numbered statement, place an “x” in the column which best describes your company.
- Sort your responses by category (e.g., “Does not describe your company”). What numbered statements are least descriptive of your company? Which most closely describe your company?
- Since the statements reflect best practices of Employers of Choice, the areas where the statement is least reflective of your company represent areas of possible opportunity.

Organization Review

- Are leaders surprised by the opportunities?
- Are leaders and others in the company already focusing on those areas?

Create an Action Plan for Areas of Greatest Need

- Focus on the 2-3 areas where your company is farthest from best practice.
- Discuss what actions can be taken to improve the areas.
- Create an action plan, including the action step, timeframe, the owner or owners responsible for the action, and measures of success.
- Discuss how the action steps integrate with others areas of your Strategic Plan.



BEST PRACTICES ASSESSMENT FOR RETENTION

Retention	Does not describe company	Reflects to some degree how our company operates and/or our situation	Fully reflects how our company operates and/or our situation
1. We collect employee input; feedback information to employees about what was heard, and implement plans to act upon employee suggestions			
2. We regularly create employee participation activities e.g. task forces, suggestion teams, panels, that place senior management and employees together to solve organizational issues			
3. New employee orientation is designed to communicate important cultural messages, company history, values, industry, services and customers and to create a foundation of shared values			
4. We regularly measure employee satisfaction and use the results to address employee concerns			
5. We openly share information about how reward programs operate with employees			
6. We allow departments/divisions to tailor reward systems to meet their individual needs			
7. We share senior management's commitment to a vision of the company's future with employees on a continual basis			
8. People practices support the values and beliefs of the company			
9. Communication policies, channels and processes are designed to ensure the flow of information to people who need it			
10. We train managers to communicate and reinforce the values of the culture and are aware that their behaviour is a powerful symbol of company values			
11. People management skills are rewarded and promoted			
12. We communicate career opportunities as part of the performance management system			
13. Employees get the information they need to understand the HR programs at the company			
14. Employees understand how they relate to the company's overall success			
15. We regularly celebrate accomplishments and milestones			

