

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 | | | |

