



# IN THE KNOW

## RETENTION

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**AAIM**  
aaimea.org

# Company Name

Prepared By | Jane Doe

## Organizational Summary

Date	Retention Rate Goal	Actual Retention Rate	Number of Departs	Voluntary Departs	Involuntary Departs
This Week					
Year to Date					

## Location Summary

Location	Retention Rate Goal	Actual Retention Rate	Number of Departs	Voluntary Departs	Involuntary Departs
North					
South					
East					
West					
Average/Total	#DIV/0!	#DIV/0!	0	0	0

## Reason for Departure

Date	Better Pay	Better Shift/ Flexibility	Lack of Opportunity / Growth	Manager/ Culture	Attendance
This week					
Year to Date					

## Comments

# Company Name

Prepared By | Jane Doe

Department	Retention Rate Goal	Actual Retention Rate	Number of Departs	Voluntary Departs	Involuntary Departs
Department A					
Department B					
Department C					
Department D					
Average/Total	#DIV/0!	#DIV/0!	0	0	0

Manager	Retention Rate Goal	Actual Retention Rate	Number of Departs	Voluntary Departs	Involuntary Departs
Manager A					
Manager B					
Manager C					
Manader D					
Average/Total	#DIV/0!	#DIV/0!	0	0	0

Departed Employee	Location	Department	Manager	Reason for Depart
Employee A				
Employee B				
Employee C				
Employee D				

## Comments

# Herzberg Satisfiers



Is your pay competitive?



Do you have a safe/secure workplace?



Does your workplace offer a healthy/pleasant environment?



Is the location of your business accessible/preferable?



Is there continuity/job security at your business?



Are your employees satisfied with their professions/industry?



# Herzberg Motivators



Do your employees feel like they have a purpose because of their job? Do they know their purpose?



Do employees at your business treat each other with respect & fairness?



Does your company employ quality leaders that create an environment of engagement?



Does your company have any recognition/appreciation initiatives?



Do your employees have friends/colleagues at work?



Do your employees feel like they have autonomy/are involved?



Is the employee's work interesting/challenging?



Do your employees feel like they receive communication and are in the know?

