HR Resource:
Retention Data Resource

Supplemental Materials

- **Retention Overview**
- **Retention Breakdown**

Retention Data Resource

The AAIM Retention Data Resource equips HR leaders with a clear, data-driven framework for monitoring workforce stability and reducing avoidable turnover. By tracking retention performance across the organization and drilling down by department or modifier, this resource allows companies to proactively identify retention risks and target solutions where they're needed most.

Grounded in internal records and customizable to your organizational structure, this resource enables users to:

- Set, monitor, and benchmark retention goals

- Distinguish between voluntary and involuntary departures

- Compare actual retention outcomes against targets by team or role

- Identify patterns that require intervention—from management issues to culture misalignment

Used consistently, this resource turns reactive turnover reports into predictive insights that fuel stronger employee engagement and long-term retention strategies.

Company Name

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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

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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