

Employee Retention Strategy Checklist



Employee retention dynamics have changed. Compensation alone is no longer enough to keep talent in the fold. In this new world of labour shortage, workforce ageing, intraprovince mobility, and evolving employee expectations, HR directors must take a more structured, data-driven approach. Rather than a single program, retention strategy should be an integrated system that aligns pay, growth, leadership, flexibility, and compliance. While approaches differ by organizations and markets, there are certain fundamental elements a Retention Strategy should include to be effective. Here's a Checklist of those elements. Go to the HR Insider site for a 5-step [Retention Strategy Game Plan](#) that you can implement at your organization.

Retention Strategy HR CHECKLIST

1. Retention Risk Assessment & Analysis

- Voluntary turnover is tracked by role.
- Voluntary turnover is tracked by tenure.
- Voluntary turnover is tracked by location.
- Voluntary turnover is tracked by age cohort.
- Voluntary turnover is tracked by manager/supervisor.
- "Regretted losses" are identified and reported separately.
- Exit interview data is consistently collected.
- Exit interview data is analyzed every quarter.
- Stay interviews are conducted for critical and high-risk roles.
- Stay interviews data are consistently analyzed.
- 12–24-month turnover risk is specifically reviewed.

Comments:

2. Compensation & Total Rewards

- Compensation is benchmarked against local/regional labour markets.
- Pay adjustments are targeted to high-risk or hard-to-fill roles.
- Total rewards (benefits, pension, paid leave) are clearly communicated to

employees.

- Measures are taken to verify employee awareness of total rewards and benefits.
- Equity, pay compression, and internal parity risks are regularly reviewed.
- Compensation decisions are documented for consistency and compliance.

Comments:

3. Career Development & Internal Mobility

- Clear career paths exist for key roles (vertical and lateral).
- Career paths for key roles are communicated to employees.
- Measures are taken to verify employee awareness of career paths.
- Employees have documented development plans linked to skills.
- Internal job postings and mobility opportunities are actively promoted.
- Training and credentialing support is available for regulated roles.
- Succession plans exist for critical positions.

Comments:

4. Manager Capability & Accountability

- Managers receive training on feedback, performance management and retention.
- Leaders understand accommodation, human rights, respectful workplace, and other applicable legal duties.
- Retention metrics are reviewed at the manager level.
- High-turnover teams trigger HR intervention.
- Retention outcomes are included in leadership performance reviews.

Comments:

5. Flexibility & Work Design

- Written policies exist setting out clear rules and processes for the approval, implementation, modification, and termination of flexible and remote work options and telecommuting.
- A written agreement is executed for each individual flexible and remote work and telecommuting agreement approved.
- Written performance and productivity criteria for flexible and remote work and telecommuting exist and are consistently applied.
- Scheduling flexibility is explored for on-site or unionized roles.
- Accommodation and flexibility requests are handled and documented properly.
- Policies comply with human rights, employment standards, and other applicable laws and contracts.
- Monitoring of flexible and remote work and telecommuting complies with OHS, privacy and other applicable laws.

Comments:

6. Engagement, Wellbeing, & Workplace Culture

- Engagement or pulse surveys are conducted regularly.

- Survey results are shared with leaders and actioned.
- Psychological health and workload risks are monitored.
- Absenteeism, overtime and burnout indicators are tracked.
- Respectful workplace and harassment policies are actively enforced.

Comments:

7. Legal, Compliance, & Risk Integration

- Retention is included in workforce planning and risk assessments.
- Policies are applied consistently to avoid discrimination claims.
- Documentation supports due diligence in turnover-related decisions.
- Safety, training, and supervision risks linked to turnover are addressed.
- HR and legal review retention initiatives annually.

Comments:

✓ Final Check

- Retention strategy is reviewed at least annually.
- Action items have owners, timelines, and success metrics.

✓ Final Comments: