

Appendix A: Retention Checklist for Employers

- Review the results of the SLWDB Retention Report, keeping in mind your industry and the demographic composition of your workforce.
- Gather feedback directly from your employees. This can be done in many different ways, depending on the size and location of your workforce. Some examples include:
 - a. Run a survey across your organization, asking your employees what factors are most important to them - If you do not have the capacity to create and distribute this survey yourself, there are local human resource professionals who can assist with this.
 - b. Hold consultation sessions with your employees - Incorporate a discussion into a regularly-scheduled meeting or plan a get together specific to this topic.
 - c. Incorporate this question into annual/quarterly performance reviews.
 - d. Talk to employees one-on-one.
- Examine job flexibility aspects in your organization and implement the practical solutions
 - a. Job flexibility ranked second in the overall categories. While not in the top three responses, the ability to determine where an employee works and their schedule were both important factors to many respondents.
- Set clear expectations around responsibilities and ensure effective and continuous communication
 - a. Work-life balance and having a healthy workload were identified by workers across all industries, age groups and genders as important to them. Setting clear expectations will help employees determine what responsibilities are most important and help them to prioritize their work.
 - b. Open and transparent communication was specifically identified by workers in construction and workers aged 65 and over, but was important to workers across all industries, age groups and genders.
- When providing training for skills development and growth, explain how it is connected to the individual's career growth
 - a. While opportunities for growth and development ranked lower than the other three overall categories, workers ranked regular salary increases and promotions as the first choice within this category. Work with employees to explain how training opportunities can help them to advance in their career.
- Take a tailored approach, depending on your industry and your company's needs
 - a. Each industry and company will have unique constraints; not all options will be available to all organizations. Take time to review the results of the feedback you receive from your employees and implement the ones that make sense for your workplace.

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