

EMPLOYEE RETENTION STRATEGY WORKSHEET

Whether your practice has been treating patients for years or you are just getting started, the first step to successfully keeping qualified employees is to develop or re-evaluate your employee retention strategy. Use this worksheet as a starting point for your staff retention plan:

Design Your Culture

Create a practice culture that fosters growth, collaboration, and is patient-centric.

1. Describe what you want your practice culture to be. _____

2. Would that description be the same if you asked your staff what they want it to be? And do you already have that culture in place? _____

3. What activities could you introduce that would help you create the culture you desire? _____

4. What perks would your employees enjoy? _____

5. Are there any ways in which you can give employees flexibility or control over where or when they work?

Assess Your Compensation Strategy

Offer a pay scale and benefits package that is competitive and fair.

1. Are you currently paying above or below the market? _____

2. When is the last time you bench marked your employee salaries? _____

3. Do you have written job descriptions for every role? _____

4. What is your compensation philosophy? Above, mid, or below market? _____

5. Do you have established pay grades? _____

6. Do you have established salary ranges for each role? _____

7. Do you have a regular cadence of analyzing and updating employee pay? _____

Review Your Wellness Offerings

Physical, emotional, or mental wellness plays a critical role in overall performance. Increased employee well-being positively impacts most jobs.

- 1. Do you offer any benefits or programs to help employees improve their health? _____

- 2. Do you offer paid time off or sick time for employees to go to medical appointments? _____

- 3. How do you encourage employees to complete preventive annual wellness screenings? _____

- 4. Do you encourage employees to get flu shots and biometric screenings? _____

- 5. Do you participate in safety training to prevent injuries and accidents? _____

- 6. What wellness activities do you think would be engaging to your employees? _____

Focus on Development

Establish programs for employees to continue education, learn new skills, and understand how their work contributes to the success of the practice.

- 1. Do you offer employees the opportunity to participate in other external training? Do you have consistent onboarding for all positions? _____

- 2. Do you have clear career paths? _____

- 3. How often do you transfer or promote people internally? _____

- 4. Do you have any kind of leadership training for your employees? (MCP) _____

- 5. Do you have consistent performance reviews for all levels of employees? _____

- 6. Do your leaders act as coaches and mentors and take accountability for developing others? _____
