Your 6 Step Checklist to Employee Retention: What Your Organization Needs to Succeed

☐ **Real-Time Feedback**

In the modern workplace, employees need to know how they're performing – or not performing – more than just once or twice a year during their official performance reviews. Give them real-time, ongoing feedback instead, and they'll start improving day-to-day instead of review-to-review. After all, though Google and Facebook still review their employees annually, they coach the one-on-one throughout the year too.

☐ **360 Reviews**

58% of employees think performance reviews are inaccurate. One of the reasons why is that traditional performance reviews only measure what supervisors think of their direct reports. You need to interview all the people your employees work with - supervising managers, direct reports, co-workers, and more - to fully understand how well they're doing and provide them with the most informed, productive feedback possible.

☐ **Post Review Goal-Setting**

Your workforce is diverse, so your improvement plans should be too. In fact, 30% of employees actually perform worse after their reviews because they're not coached properly on how to improve. Instead, you should set individual goals for your employees based on their individual performance needs, then regularly follow up with them to check their progress on meeting. Try the Deloitte system of annual performance reviews with quarterly check-ins.

☐ **Employee-Organization Goal Alignment**

Most employees don't know how their day-to-day work moves key business objectives forward, so it's important to start tracking employee progress toward accomplishing them. You'll drive employee engagement by showing them how their work matters and you'll have more insight into – and success achieving – those business goals too.

☐ **Email Integration**

Real-time feedback doesn't work unless it's easy to deliver, understand, and respond to. The best way to achieve this is by integrating your performance management system with your communications workflow. Most companies use Microsoft Outlook – 8% of Gmail users actually run Gmail through it – so think about Outlook integration and Gmail plug-in support when you're choosing a performance management vendor.

☐ **Security Compliance**

Employee performance data is very sensitive. It only takes one security breach for a hacker to publish employee feedback on your executive team across a social network like Facebook and Twitter. And that's why so many corporate IT leaders insist that all the new software they purchase be SOC 2 compliant. SOC 2 is one of the best data security certifications today, so look for performance management vendors that are in full compliance with it.

Reflektive