

Determine Turnover Risk Level



WHEN EVALUATING TURNOVER RISK, CONSIDER THE FOLLOWING FACTORS

- Is the position in demand by other companies?
- Has the person been in their role less than 10 years?
- Has the person communicated career interests not yet met?
- Is the person showing signs they may leave (decline in reliability, productivity, and participation)?
- Has the person indicated a desire for higher pay not yet met?

Next, determine your specific turnover risk so you can respond appropriately.

STEP 1

Identify Key Team Members

List the five employees who are most critical to completing your department's key responsibilities.

STEP 2

Rank By Contribution

Consider the expected contributions of the people you listed, and rank them in order of organizational impact from 5 (highest) to 1 (lowest).

STEP 3

Score Turnover Risk

Score the likelihood of each person getting recruited away or leaving on their own in the next 12 months (score 1-5, 5 being most likely).

STEP 4

Calculate Total Turnover Risk

Multiply each risk score by the number to the right of it to get the individual risk score. Add the scores together to get a Total Turnover Risk score.

Team Members	Ranks	Score	Risk
_____	5.	_____	x 5 = _____
_____	4.	_____	x 4 = _____
_____	3.	_____	x 3 = _____
_____	2.	_____	x 2 = _____
_____	1.	_____	x 1 = _____

TOTAL TURNOVER RISK

STEP 5

Use Your Total Turnover Risk Score to Take Appropriate Action

51 - 75

TURNOVER THREAT IS HIGH

- Take immediate action to reduce turnover impact.
- Consider strategic retention raises.
- Interview your employees to understand what you can do to start reducing the long-term disengagement triggers.
- Work with your Hiring Advisor to start proactively benchmarking your key staff, so that if turnover does occur, the impact can be quickly contained.

26 - 50

TURNOVER THREAT IS MODERATE

- Implement Stay Interviews to monitor ongoing turnover risk (scripts and info at www.appleone.com/MySCALE).
- Work with your Hiring Advisor to develop personalized engagement practices for your key employees.

1 - 25

TURNOVER THREAT IS TYPICAL

- Refer to the Long Term Engagement Practices Guide (available at www.appleone.com/MySCALE).
- Work with your Hiring Advisor to evaluate possible best practices for your employee engagement program to help keep your turnover threat low.