



## Retention Tips

### ONBOARDING

- ✓ **Retention of employees begins the first day a new employee starts in your department. The first weeks on the job for new employees are critical to their ability to fit in and become as productive as possible.** An onboarding plan should be created to provide the employee with knowledge of the department, the people in the department and the employee's role in the department. A tour of the department and personal introductions by you to the team will allow the employee to feel comfortable with coworkers.
- ✓ You can find more information on the [Effective Onboarding](#) page.

### COMMUNICATION

- ✓ **Maintain communications with employees to keep them informed.** Provide them with information that is useful and relevant to the work they perform.
- ✓ **Communicate the mission and goals of Vanderbilt and the department.** An employee that feels connected to the mission and goals will be mentally and emotionally tied to the department.
- ✓ **Clearly communicate expectations and goals.** When providing feedback, ensure that it is honest and even if there are negative topics to discuss, always include positive feedback as well. You can review [Effective Communication Tips](#) for suggestions.
- ✓ **Maintain an open-door communication policy.** This allows employees to communicate openly to leadership.

### GROWTH OPPORTUNITIES

- ✓ **Regularly meet with employees to discuss their interests and goals.**
- ✓ **Identify ongoing personal development and training opportunities for your employees.**

### RECOGNITION

- ✓ **Employees are more likely to stay with your company if they feel their efforts and contributions are valued and appreciated.** Provide sincere praise to employees for their efforts.
- ✓ **Recognize employees for a job well done.** Some examples may be thank you notes, personalized messages, and recognition of professional milestones.

### Work Life Balance

- ✓ **Communicate expectations for after hour and vacation responses.**
- ✓ **Encourage employees to use their Personal Time Off and providing them opportunities to take the time.**

### HR Bookshelf

[Coaching](#), [communication](#), [employee engagement](#), [leadership](#), [life/work balance](#), [motivation](#), [onboard](#), [orientation](#), [performance](#), [productivity](#), [setting goals](#)