

## Retention Tracking

Assess each employee's performance and risk of leaving and develop a customized plan to maximize performance and retention

Name	Performance Rating 1 =Poor/marginal 5 = Exceptional	Impact Rating 1 = low 2 = medium 3 = high	Risk of leaving 1 = imminent 2 = within a year 3 = 1 year plus	Retention plan
1. Sarah Star	5	3	2	Enroll in leadership development program, offer new research assignment, allow more flexible hours
2. Larry Loafer	1	2	3	Performance management program, assess engagement
3.				
4.				
5.				
6.				
7.				