The Ultimate Retention Checklist for Managers

Employee retention is top-of-mind for most organizations, as it should be! Turnover disrupts the flow of a functioning workforce and can lower team morale. The cost of turnover is also *quite* expensive, directly impacting your business's bottom line.

We have some good news, and not so good news. Let's start with the latter: a recent analysis from Gallup uncovered that nearly half of U.S. employees are actively job searching or looking out for opportunities. Meanwhile, 1 in 4 people are planning to full-out quit in 2022.

Here's the good news: While turnover is a normal occurrence in every organization, there is a lot in your control. 52% of employees leaving on their own accord say their manager could have done something to keep them around for longer. Let's focus on what managers can do *now* to prevent their employees from leaving too soon *later*.

Engagement: the key to retention

It's no secret that high levels of employee engagement promote retention. According to our [Employee Engagement and Modern Workplace Report](#), 58% of Actively Disengaged employees are looking for a new job, compared to 35% of Highly Engaged employees. At Bonusly we believe the key drivers of engagement are determined by the degree to which a person's work fills them with a sense of:

- Purpose 💚
- Progress 🏃
- Belonging 🤗

Below are five key areas managers can focus on to improve retention, along with steps you can take today. We'll indicate which area relates to which driver of engagement, too. Just look out for the emojis next to each header! 💚 🏃 🤗

💚 🤗 Nail onboarding

Your company's onboarding experience is the ultimate first impression. Research by Brandon Hall Group found that companies with a stellar [onboarding process](#) increase new hire retention by a whopping 82%. While it's likely HR has the reins on your onboarding process, there are key areas where managers make a difference in those beginning days with their new direct report.

Here are a handful of action items you can bake into the onboarding process to enable a great start to your new hire's employee experience:

☐ Work together to establish 30, 60, and 90-day goals.

☐ Kick off a series of [career conversations](#).

☐ Create intentional 1:1 agendas and schedule recurring meetings.

☐ Set up buddy chats with other people on your team.

☐ Plan a [team-building activity,](#) whether in-person or virtual.

💚 🏃 🤗 Deliver regular recognition

We're (obviously!) big believers in the power of recognition—the visible acknowledgment and appreciation for employees' contributions to their organization. A strong recognition culture can improve business performance in a ton of ways, including morale, productivity, and—of course—retention. Here are some important tasks to consider:

- ☐ [Give recognition](#) that is frequent, specific, timely, visible, inclusive, and values-based.
- ☐ Better understand the types of rewards your employees are most interested in.
- ☐ Encourage [peer-to-peer recognition](#) on your team.
- ☐ Don't forget about milestone events, like birthdays, work anniversaries, and Employee Appreciation Day.
- ☐ Read our [employee recognition guide](#) and take a [tour of Bonusly!](#)

🏃 🤗 Gather and act on employee feedback

Newsflash: managers who listen to their employees, including any challenges and problems they're experiencing, are [62% less likely to be burned out](#). Make sure you are consistently checking in with your team and coming up with various ways to gather, understand, and act on their feedback. Staying ahead of problems is a great way to prevent premature turnover.

To implement a culture of gathering feedback from your team, make sure you're checking these boxes:

- ☐ Take time to really get to know your direct reports. Learn their strengths and growth opportunities while also making time to ask about their lives.
- ☐ Have regular [stay conversations](#).
- ☐ Conduct quick pulse surveys throughout the year.
- ☐ Ask for upward feedback in your 1:1 meetings.
- ☐ Distribute these [14 wellness survey questions](#) to avoid burnout.

🏃 Become a better coach

A manager has many responsibilities. One that often is overlooked is the ability to coach their teammates. Employees want to see a path for growth in their career, and coaching is a great way to help them towards their career advancements and increase their tenure. To upskill and ensure your teammates see a path for growth, reference these action items:

- ☐ Consider your own coaching training! Browse Coursera and Skillshare for opportunities.

- ☐ Start with listening and askings questions before giving advice.

- ☐ Act as an accountability partner for your direct report.

- ☐ Distribute the CliftonStrengths test and identify how your team can best work together.

- ☐ Encourage the use of a professional development stipend to build new skills.

💚 Amplify the company culture

There's so much more to work than the daily tasks your team checks off. Your employees will find meaning in their work and feel psychologically safe if they can bring their whole self to the office, carve out moments for fun and learning, and create a balanced schedule. Here are a few ideas to get started:

- ☐ Identify ways to create fun on your team (think: virtual escape room, cooking class, or book club!).

- ☐ Make sure your team is taking advantage of PTO, for vacations and mental health breaks.

- ☐ Lead by example: set boundaries between work and life and don't be available 24/7.

- ☐ Share and promote the mental health resources available on your team.

- ☐ Encourage folks to sign up for DEI trainings, like this Whiteness at Work course.

The takeaway

Your business is powered by the people you hire, so make sure you're being intentional about employee retention. Remember, engaged employees are more likely to stay for longer, so it's important they feel a sense of purpose, progress, and belonging at work.

Retention is a huge undertaking, but it consists of many small steps—several of which can be tackled today. Use this list to turn improving retention into manageable chunks, knowing your role as a manger is a key piece to the retention puzzle. 🧩

How Bonusly Can Help You:

Bonusly is an employee engagement solution that combines 360-degree recognition, meaningful feedback, and rewards that employees love to keep them engaged and satisfied. Our software makes it fun and easy for everyone within your organization to publicly recognize everyone else by giving small bonuses that add up to meaningful rewards.

Improve Engagement

70% of Bonusly users said that Bonusly improved employee engagement. More than half (65%) of those surveyed saw improved eNPS scores after implementing Bonusly. Studies show that improved engagement is linked to better productivity, financial performance, customer experience, and retention! 📈
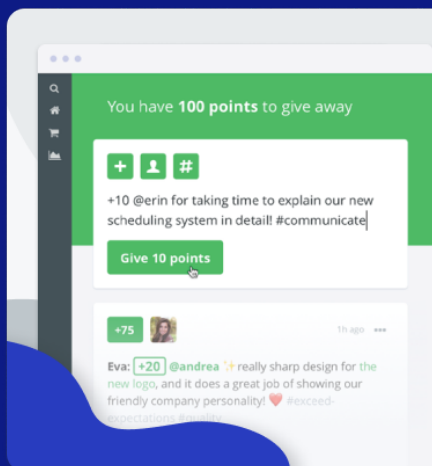
Grow Recognition Frequency

Around two-thirds of Bonusly customers reported both increased **frequency** of recognition and **increased** visibility of recognition. In fact, 74% of respondents saw increased frequency of recognition and 75% of respondents saw increased visibility of recognition. Seeing is believing! 👀

Boost Morale

Bonusly helps bring your company's core values to life with everyday interactions. 💚 72% of Bonusly users saw an Increased connection with core values after implementing Bonusly. When core values are connected to real, tangible, examples of employees living them, organizational culture is fortified.

Reduce Admin Time

77% of Bonusly users were able to implement Bonusly in less than a month, and 73% of Bonusly admins spend 2 hours or less managing Bonusly per month. This is huge. 😲 Bonusly is a fun and smart tool that increases employee engagement without a ton of complex overhead.

You have **100 points** to give away

+10 @erin for taking time to explain our new scheduling system in detail! #communicate

Give 10 points

+75

Eva: +20 @andrea ✨ really sharp design for the new logo, and it does a great job of showing our friendly company personality! ❤️ #exceed-expectations

Learn how your organization can use Bonusly to transform employee engagement

Request a Demo →