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| **Attracting Employees Worksheet:** | **Date:** Click or tap to enter a date. | **Project Champion:** |

Instructions: Please read the article and watch the video that accompanies this worksheet to discover ideas on how to use this form in your organization. One approach is to form an ad hoc team of employees or managers and have each person give a rating for each of the reason in the first column and then discuss the gap in ratings. The goal is to come to consensus on a rating. The next step is to list key causes for the rating and come to consensus on the major cause. The next step to brainstorm and discuss solutions. Choose the best solution and have someone propose an action plan to implement the solution. Page 2 is where you can write the summary of your decisions and action plan.

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| Reasons People Leave Jobs | Our Rating 1—5 (5 is excellent) | Causes | Solutions |
| 1. No Feedback |  |  |  |
| 1. No Development Opportunities |  |  |  |
| 1. Feeling Unrecognized |  |  |  |
| 1. Lack of Trust |  |  |  |
| 1. Feeling Overworked or Burned Out |  |  |  |

Based on your ratings, brainstorms of causes and solutions, summarize below the key solutions to implement. You might want to copy this page to

Solutions:

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Action Steps:

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| Action | Who | Due | Done |
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