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Topic: Employee Engagement & Retention

Definition: A workplace approach resulting in the right conditions for all members of an organization to give of their best each day, committed to their organization's goals and values, motivated to contribute to organizational success, with an enhanced sense of their own well-being.

Basic Practices:

1. **Employee Centric programs & policies** -
   Open door policy-open & nonpunitive access to CEO/Administrator/DNS
   Stock your breakrooms (soup-crackers-milk-cereal-bread-peanut butter/jelly-tea-coffee)
   Employee Emergency Assistance Fund (donations through employee paycheck donations)
   Employee Assistance Program

2. **Employee Recognition & Communication -**
   Regularly scheduled all-staff meetings with time for fun! (Games-employee birthdays/anniversaries-employee of the month-with snacks!)
   Acknowledgment of a job well done ("bucks" to bistro/coffee bar/gift store, a gift card to Starbucks etc)

3. **Employee Referral Programs** -
   Recommend a friend/buddy to work in our community

4. **New Employee Orientation/Onboarding/Mentoring Program -**
   Ensure are new hires are properly introduced into organization

5. **Conduct Exit Interviews**-
   Anonymous? On-line? Peer to Peer?

Resources:

1. CARF
   www.carf.org

2. Michelle Holleran
   www.holeranconsult.com

3. Denise Boudreau-Scott (3 ways to wow your New Employees)
   www.cultureoutcomes.com

4. World at Work
   www.worldatwork.org

5. SHRM
   www.shrm.org

6. WELCOA
   www.welcoa.org

7. Recognition Works
   www.recognitionworks.net

8. Calvary Care - The Pause for Applause Program
   https://www.calvarycare.org.au/pause-for-applause/

9. Plickers (Survey Tool)
   www.plickers.com

10. Refer a friend program (PDF)

11. Wesley Employee Recognition Program (PDF)

12. St. Luke's Applause Pause Program (PDF)

13. Wesley Exit Interview (PDF)

Recommendations for Website:

All of above