Staff Retention Checklist

CAMS for Early Childhood • Set Kids Up for Success

Use this checklist to identify everyday workplace practices that can influence whether employees feel valued and supported.

Communication & Clarity

- Expectations are clear
- Schedules are communicated consistently
- Staff know who to ask for help
- Changes are explained

Culture & Respect

- Employees are treated respectfully
- Concerns are taken seriously
- Team members support one another
- Leadership follows through

Recognition & Growth

- Good work is noticed
- Milestones are celebrated
- Staff have opportunities to learn
- Feedback includes strengths and growth

Workload & Wellness

- Breaks are supported
- Staffing challenges are addressed
- Workload is monitored
- Well-being is part of workplace conversations

Reflection

Which three boxes are strongest? Which three need attention? What is one realistic change you can make this month?

“People are more likely to stay where they feel valued, supported, and heard.”

Notes