Staff Retention Checklist

CAMS Workplace Resources • Set Kids Up for Success

Use this checklist to look at the everyday practices that can influence whether employees want to stay.

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

Your Retention Check

Which three areas are strongest? Which three need attention?

One Change to Start With

What is one realistic change you can make this month that could help employees feel more supported?

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

Notes