

Recruitment and Retention Action Plan Outline – **SAMPLE 1**

Program Name: Awesome Rockstars Child Care 3		Date: 8/19/2024
AREA(S) of Focus:		
<input type="checkbox"/> Employer Branding/Outreach	<input type="checkbox"/> Professional Development/Onboarding	<input checked="" type="checkbox"/> Policy & Procedure Development
<input type="checkbox"/> Attracting Talent	<input type="checkbox"/> Work Environment/Culture	<input type="checkbox"/> Data Collection/Regular Evaluation
<input type="checkbox"/> Selection Process	<input checked="" type="checkbox"/> Employee Engagement/Recognition	<input type="checkbox"/> Continuous Quality Improvement
<input type="checkbox"/> Candidate Experience	<input checked="" type="checkbox"/> Leadership Development	<input type="checkbox"/> Other:
Root Cause Analysis/Finding the Main Problem: Identify the main issue behind the challenges experienced:		
<ul style="list-style-type: none"> • Define the Problem, system issues, process issues, etc. High staff turnover, particularly among new hires within the first six months. 		
<ul style="list-style-type: none"> • Determine contributing Factors (system issues, process issues, etc.) <ul style="list-style-type: none"> - Lack of a structured onboarding process - Insufficient recognition of staff achievements - Inconsistent leadership communication and support 		
<ul style="list-style-type: none"> • Prioritize the causes you want to address. <ul style="list-style-type: none"> - Unstructured onboarding - Inadequate employee recognition - Lack of leadership development 		
Area(s) of Opportunity: (ex. Staff turnover rate of 30%)		
Staff turnover rate of 35% within the first 6 months of hire.		
Root Cause Analysis (Specify each root cause and address these in the action plan):		
1. Insufficient onboarding process leading to new hires feeling unprepared.		
2. Lack of professional development opportunities.		
3. Minimal recognition programs resulting in low employee morale.		
4. Inconsistent communication of organizational values.		
5. Inadequate feedback from staff to leadership.		

S.M.A.R.T. Goal: (Specific, Measurable, Achievable, Relevant, Time-based) What do you want to happen?

Example: Achieve staff turnover rate of 20% by X/X/XXXX)

Specific: Implement a structured onboarding program for all new hires.
 The goal is to reduce our turnover rate to 20% or less within the first 6 months of hire.
Measurable: Complete the onboarding program with new hires.
Achievable: Utilize existing staff resources to lead the program.
Relevant: Reduce early turnover by providing clear guidance and support.
Time-based: Launch the program by 10/01/2024.

Tasks & Activities

Start Date:	Specific Actions (How will it happen?)	Anticipated Completion Date	Person/Team Responsible (Who will do this?)	Resources Needed & Approx. Cost (if applicable)	Evaluation and Monitoring (How will you know when you have achieved it?)	Comments
08/15/2024	Develop an onboarding curriculum, assign mentors, and schedule regular check-ins for new hires.	09/30/2024	HR Manager and Lead Teachers	Training materials, \$500 Welcome packages, \$500	Track completion rate and feedback from new hires through surveys.	New hires will also receive a welcome package on their first day.

S.M.A.R.T. Goal: (Specific, Measurable, Achievable, Relevant, Time-based) What do you want to happen?

Example: Achieve staff turnover rate of 20% by X/X/XXXX)

Specific: Implement a formal employee recognition program.
Measurable: Recognize at least one staff member each month.
Achievable: Use team meetings and newsletters to highlight achievements.
Relevant: Improve morale and reduce turnover by acknowledging contributions.
Time-based: Start by 09/01/2024.

Tasks & Activities

Start Date:	Specific Actions (How will it happen?)	Anticipated Completion Date	Person/Team Responsible (Who will do this?)	Resources Needed & Approx. Cost (if applicable)	Evaluation and Monitoring (How will you know when you have achieved it?)	Comments
08/20/2024	Develop criteria for recognition, establish a monthly "Employee of the Month" award, and feature the winner in our newsletter.	08/31/2024	Director and Leadership Team	Recognition Materials, \$300	Monitor employee satisfaction through feedback forms and participation in the recognition program.	Incorporate peer nominations to increase engagement.

S.M.A.R.T. Goal: (Specific, Measurable, Achievable, Relevant, Time-based) What do you want to happen?

Example: Achieve staff turnover rate of 20% by X/X/XXXX)

Specific: Enhance leadership communication and support.**Measurable:** Conduct monthly leadership training sessions with at least 80% attendance from management staff.**Achievable:** Utilize internal and external trainers for development.**Relevant:** Build stronger leadership to support retention and employee satisfaction.**Time-based:** Initiate the first session by 09/15/2024.**Tasks & Activities**

Start Date:	Specific Actions (How will it happen?)	Anticipated Completion Date	Person/Team Responsible (Who will do this?)	Resources Needed & Approx. Cost (if applicable)	Evaluation and Monitoring (How will you know when you have achieved it?)	Comments
08/25/2024	Schedule monthly leadership development workshops, assign mentors for leadership roles, and provide feedback mechanisms for staff to voice concerns.	09/30/2024	Director and External Trainer	Workshop materials and trainer fees, \$1,000	Assess improvement through feedback and turnover rates among departments.	Create a follow-up plan to ensure the application of learned skills.

Review Schedule:

Review Date:	Reviewer(s)	Comments:
12/01/2024	Director, HR Manager, and Team Leads	Adjust strategies as needed based on turnover and employee satisfaction data.