

Recruitment and Retention Action Plan Outline – **SAMPLE 2**

Program Name: Awesome Rockstars Child Care		Date: 8/19/2024
AREA(S) of Focus:		
<input checked="" type="checkbox"/> Employer Branding/Outreach	<input checked="" type="checkbox"/> Professional Development/Onboarding	<input type="checkbox"/> Policy & Procedure Development
<input type="checkbox"/> Attracting Talent	<input checked="" 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 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, primarily among new hires within their first 6 months. 		
<ul style="list-style-type: none"> • Determine contributing Factors (system issues, process issues, etc.) <ul style="list-style-type: none"> - Lack of effective onboarding and training. - Limited employee engagement and recognition efforts. - Inconsistent communication of organizational values and culture. - Inadequate support for professional growth. 		
<ul style="list-style-type: none"> • Prioritize the causes you want to address. <ul style="list-style-type: none"> - Inadequate onboarding and professional development. - Limited employee engagement and recognition. - Misalignment between organizational culture and staff expectations. 		
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)

Reduce new hire turnover rate to 20% by 12/31/2024.

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	Revamp onboarding process to include a 30-day, 60-day, and 90-day check-in with new hires.	10/01/2024	HR Manager	Resources to develop materials (\$500)	New hire feedback surveys at 30, 60, and 90 days.	
08/15/2024	Implement a monthly recognition program for staff accomplishments.	09/30/2024	Program Director	\$300 for monthly awards and incentives	Increased engagement and satisfaction in staff surveys.	
09/01/2024	Launch professional development workshops focusing on core competencies.	12/01/2024	Training Coordinator	\$1,000 for external trainers and materials	Track participation and skill improvement.	
09/15/2024	Regularly communicate the organization's values through team meetings and newsletters.	Ongoing	Program Director	No additional cost	Increased alignment between staff actions and values.	

Review Schedule:

Review Date:	Reviewer(s)	Comments:
10/15/2024	Program Director, HR Manager	Progress review of onboarding and recognition initiatives. Adjust timeline if necessary.
12/31/2024	Executive Team	Evaluate turnover rate and overall impact on retention. Refine strategies for 2025.

Program Name: Awesome Rockstars Child Care 2	Date: 8/19/2024
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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 turnover among new hires within the first 90 days. • Determine contributing Factors (system issues, process issues, etc.) <ul style="list-style-type: none"> - Inadequate onboarding process. - Lack of clear job expectations and role definitions. - Insufficient training for new hires on center policies and procedures. - Poor communication during the selection process. - Lack of mentorship and support for new staff. • Prioritize the causes you want to address.

Area(s) of Opportunity: (ex. Staff turnover rate of 30%)

New hire turnover rate of 35% within the first 90 days.

Root Cause Analysis (Specify each root cause and address these in the action plan):
1. Inconsistent onboarding procedures.
2. Unclear job expectations communicated during the hiring process.
3. Limited professional development opportunities for new hires.
4. Lack of feedback mechanisms for new staff during the initial 90 days.
5. Inadequate leadership support for new staff.

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)

Reduce new hire turnover rate to 15% within the first 90 days by 12/31/2024.**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
09/01/2024	Develop a comprehensive onboarding plan with clear job expectations, role definitions, and training on center policies.	11/01/2024	HR Manager & Training Coordinator	Onboarding software, training materials - \$500	Track turnover rate for new hires after 90 days and gather feedback from new staff.	
09/01/2024	Implement mentorship program pairing new hires with experienced staff.	12/31/2024	Leadership Team	Mentorship program materials - \$200	Monitor engagement and feedback from mentors and new hires.	
10/01/2024	Introduce feedback mechanism for new hires to express concerns and suggest improvements during the first 90 days.	12/01/2024	HR Manager	Online feedback tool - \$100	Review feedback reports monthly and adjust onboarding as needed.	

Review Schedule:

Review Date:	Reviewer(s)	Comments:
11/15/2024	HR Manager, Training Coordinator	Review onboarding process and feedback from first group of new hires.
01/15/2025	Leadership Team	Evaluate success of mentorship program and feedback mechanism.

Program Name: The Best Child Care in World	Date: 8/19/2024
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Root Cause Analysis/Finding the Main Problem: Identify the main issue behind the challenges experienced:

- Define the Problem, system issues, process issues, etc.
Difficulty in attracting qualified candidates for lead teacher positions.
- Determine contributing Factors (system issues, process issues, etc.)
 - Lack of a competitive salary and benefits package.
 - Outdated job descriptions that do not highlight growth opportunities.
 - Limited outreach and branding efforts to attract top talent.
 - Inadequate leadership presence in recruitment efforts.
 - Limited professional growth opportunities highlighted in job postings.
- Prioritize the causes you want to address.

Area(s) of Opportunity: (ex. Staff turnover rate of 30%)

Low applicant rate for lead teacher positions (only 10 applicants per vacancy).

Root Cause Analysis (Specify each root cause and address these in the action plan):

1. Non-competitive salary and benefits package compared to market standards.
2. Job descriptions not aligned with current industry demands.
3. Limited use of social media and online job boards for recruitment.
4. Insufficient leadership involvement in recruitment and branding.
5. Lack of focus on career growth opportunities in recruitment materials.

Next Steps:

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)

Increase qualified lead teacher applicant pool by 50% (15 applicants per vacancy) by 03/31/2025.

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	Revise job descriptions to emphasize career growth opportunities, competitive salaries, and benefits.	10/01/2024	HR Manager	Market analysis, job posting software - \$300	Monitor the number and quality of applicants for lead teacher positions.	
08/15/2024	Expand recruitment efforts to include targeted social media campaigns and professional job boards.	10/31/2024	Program Manager	Social media ads, job board postings - \$400	Track applicant sources and measure impact on applicant volume.	
09/01/2024	Involve leadership in branding efforts by participating in job fairs and networking events.	03/31/2025	Director & Leadership Team	Event registration fees - \$200	Monitor leadership engagement and increase in high-quality applicants.	

Review Schedule:

Review Date:	Reviewer(s)	Comments:
10/15/2024	HR Manager, Program Manager	Evaluate effectiveness of new job descriptions and recruitment channels.
04/01/2025	Director, Leadership Team	Assess overall success in increasing lead teacher applicant pool.