

# **Techniques for Improving Employee Retention**

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## **First, Do What it Takes to Hire the Right Employees in the First Place**

- ❑ Employee testing (professional testing services)
- ❑ Job descriptions
- Clear instructions/directions
- ❑ Complete background checks
  - Drivers License
  - References
    - ❑ Call them!
  - Drug testing – everyone
  - Hire slow – Fire fast

## **Provide All the Benefits You Possibly Can**

- ❑ Health insurance
- ❑ Retirement package
  - 401k
  - SEP
  - Matching contributions
- ❑ Life Insurance

## **Promote Safety Throughout Your Workplace**

- ❑ Conduct ‘tailgate meetings’
- ❑ Put on or subscribe to seminars
  - Safe driving
  - Maintenance
  - OSHA
  - Risk manager meetings



**WORLD SWEEPING**  
A S S O C I A T I O N

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### **Support Your Employees Through Constant Feedback/Training**

- Walk the 4 corners
- Be visible
  - Find leaders within your organization
  - Communicate clearly
  - “Catch” your people doing things right and reward them
  - Birthday cards
  - Company outings
    - Dinners
    - Picnics
    - Ball games
- Promote family involvement
- Conduct employee reviews
- Develop employee manuals & policies
- Conduct exit interviews
- Ask tough questions, about you and about them
  - Learn from employee answers
- Every employee has personal development plans
  - Review these plans annually

### **Make sure your rewards & raises are linked to performance, not just to longevity!**

For more information on employee management, see the WSA articles in the ‘Employees’ section of the WSA website. You will also find useful articles at:

[www.worldsweeper.com/EmployeeManagement/](http://www.worldsweeper.com/EmployeeManagement/)