

TALENT RETENTION TOOLKIT

USING THE PERFORMANCE REVIEWS AS A RETENTION OPPORUNITY

Send a Follow-up email Post - FPR

Use this tool following the annual performance review process. The tool provides you another opportunity to extend a thank you for the prior year's efforts and contributions as well as create excitement for the upcoming year's work.

It extends the conversation into what might further engage the employee in the work. This tool's suggested format is via email directly following the performance review conversation.

Suggested Email Template:

Dear _____

As a follow-up to your performance review conversation, I wanted to thank you again for last year's work efforts and contributions. It is important to me that we are using your skills and talent in your role and I am excited about the year ahead.

I want to make sure we continue to improve our team and work product. Let's plan to continue our conversation. At our next meeting, please bring any suggestions or feedback on how I can support you in your role. If there are any activities you need more of or less of from me to make you successful, bring those ideas as well.

Thanks again!