



We exist to serve others so they may better serve the world. <sup>SM</sup>

## Attracting & Retaining Top Talent

(Use this checklist as a self-assessment to guide you in developing a recruitment & retention strategy.)

\*This checklist and action plan are based on the article: "Attracting & Retaining Top Talent", written by Theo Gilbert-Jamison.

Top Ten Ways to Recruit & Retain Highly Talented Employees	Yes	No
1. Be on the constant look out for good talent.		
2. Create a work environment that attracts highly skilled & talented people.		
3. Create a work environment that also retains good talent.		
4. Implement a robust Employee Referral Incentive Program.		
5. Build a strong network with local universities, community colleges, & outreach organizations.		
6. Market your company's career & training opportunities everywhere you can.		
7. Design & implement a structured recruitment and selection process.		
8. Build your bench internally.		
9. Don't settle for the "warm body" syndrome.		
10. Provide competitive benefits and wages.		



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Use this worksheet to prioritize your **strengths** related to recruiting and retaining highly talented employees. Then develop stretch goals and actions accordingly.

Strength #	Importance High, Medium, Low	Stretch Goal	What Action is Planned?	By When?	Who is Responsible?

Use this worksheet to prioritize your **improvement areas** related to recruiting and retaining highly talented employees. Then develop stretch goals and actions accordingly.

Improvement Area #	Importance High, Medium, Low	Stretch Goal	What Action is Planned?	By When?	Who is Responsible?