

# Employee retention action review

A printable record for one work condition, one approved response and one review.

Use aggregate information and role labels. Keep employee names, named complaints and confidential survey responses out of this worksheet.

**1. Define the review**

Population / work area, period, review date and agreed measurement definitions.

---

---

**2. Describe the work condition**

What was observed? What evidence is available, and what remains uncertain?

---

---

---

**3. Specify the response and authority**

Approved response, accountable owner role, implementation owner and support still needed.

---

---

---

**4. Check implementation separately**

What was actually delivered? Record evidence, delivery date and unresolved dependencies.

---

---

**5. Review outcomes without assuming cause**

Use a matched population and period. Record the measure, result and alternative explanations.

---

---

**6. Decide what happens next**

Continue, change or stop the response? Record the next owner role and review date.

---

---

A completed action is not proof that it caused a retention change. Use approved HR and privacy arrangements. This worksheet does not provide a benchmark or expected result.