



Employee Retention Needs and Challenges Form

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General Information:

1. Name: _____
2. Designation/Position: _____
3. Department/Unit: _____
4. Date: _____

Identification of Key Positions:

5. List the key positions in your department/unit:

1.

2.

3.

4.

5.

Add more rows as necessary.

Skills & Knowledge Requirements:

6. For each of the key positions listed above, specify the critical skills and knowledge required:

Position Name	Skills/Knowledge Needed

Continue on a separate sheet if more space is needed.

Desired Retention Rates:

7. What is your current employee retention rate?: ____ %

8. What is your desired retention rate for the next year?: ____ %

Skill Gaps:

9. Are there any potential skill gaps you foresee in the future?

Yes

No

If yes, please specify:

Challenges Related to Employee Retention:

10. List the primary challenges you currently face in retaining employees:

11.

12.

13.

14.

15.

Add more rows as necessary.

Additional Comments:
