



# Hiring and Retaining High-Quality Staff Self-Assessment

	Not yet	Working on it	In full swing	Could write the book on it
Our organization attracts the candidates we are looking for.	1	2	3	4
Our organization advertises in a variety of places to attract our ideal candidates.	1	2	3	4
Our organization can articulate who our ideal candidates are.	1	2	3	4
We articulate our vision to all candidates and new hires.	1	2	3	4
We articulate and demonstrate our team culture to all candidates and new hires.	1	2	3	4
Before interviewing, the hiring team comes to agreement about who we are looking for.	1	2	3	4
We include other staff in our hiring process.	1	2	3	4
We include other stakeholders in our hiring process.	1	2	3	4
We develop interview questions intentionally and reassess regularly.	1	2	3	4
We ask candidates to demonstrate the skills we are seeking.	1	2	3	4
We notify candidates of our hiring process and timeline from the beginning.	1	2	3	4
We differentiate between skills candidates can learn and those they must already have.	1	2	3	4
We are open and clear about our compensation package.	1	2	3	4
We offer a fair and competitive compensation package.	1	2	3	4
We notify both candidates we hire and those we do not hire.	1	2	3	4
We let new staff know about necessary logistics before their first day.	1	2	3	4
We welcome staff warmly on their first day.	1	2	3	4



	Not yet	Working on it	In full swing	Could write the book on it
We make sure our new staff's workstation, keys, fobs, passwords and other necessary items are functioning on their first day.	1	2	3	4
We overlap our exiting staff with our incoming staff to help with training.	1	2	3	4
We have a clear plan in place for our new staff's first 90 days.	1	2	3	4
We check in with our new staff every day for the first 90 days and provide feedback.	1	2	3	4
We share all evaluation forms and processes with staff during orientation.	1	2	3	4
We create opportunities to allow new staff to observe others during orientation.	1	2	3	4
We create opportunities to allow new staff to interview other members of the team.	1	2	3	4
We address performance issues as they arise to help staff meet their expectations.	1	2	3	4
We give staff input into their own goal setting.	1	2	3	4
We have regular one-on-one supervision with each staff member.	1	2	3	4
We provide ample professional development opportunities for staff.	1	2	3	4
We give staff input into their own professional development.	1	2	3	4
We recognize and acknowledge staff for their good work.	1	2	3	4
We provide staff with opportunities to be promoted.	1	2	3	4
We have an effective staff retention plan in place.	1	2	3	4
Our annual staff retention rate is higher than 80%.	1	2	3	4