

Retention Risk Matrix

	Low Impact of Turnover	High Impact of Turnover
Low Likelihood of Departure	1.	2.
High Likelihood of Departure	3.	4.



1. **Low Likelihood/Low Impact** – low to medium performer with skills/knowledge that can be relatively easy to replace. No interview.
2. **Low Likelihood/High Impact** – employees with unique skills or a wealth of knowledge who provide stability to your unit and are not looking to advance their career outside of current unit. If unsure of intent to advance career outside of your unit, conduct a retention interview to determine if a job satisfaction and growth plan is necessary.
3. **High Likelihood/Low Impact** – employees who want to advance their careers and will need to go outside of your unit but have skills/knowledge that can be relatively easy to replace. No interview unless retention addresses other unit goals (e.g. diversity).
4. **High Likelihood/High Impact** – employees with unique skills or a wealth of knowledge who are your top performers. In addition, these employees may also demonstrate the ability to move into leadership positions. Conduct a retention interview and complete a job satisfaction and growth plan.