

RETENTION CHECKLIST

Does your new hire see opportunity throughout the library?

Are your new hires aware:

- How your inclusion goals and objectives are measured?
- The consequences if the goals aren't met?
- Your victories and success stories?

Does your new hire have examples of people like him or her throughout all levels of the library?

If not, what other kinds of support systems are in place? What affinity groups can they join and how can you support them to make full use of this backing?

Do you have a mentoring program in place? Are mentors trained to be coaches, counselors and advocates?

How can you offer your existing staff more professional development?

What challenges do they wish for?

What skills do they want to learn?

What kind of work/life balance do they wish for most? Are any parts of their wish lists possible within your budget, schedule and resources?