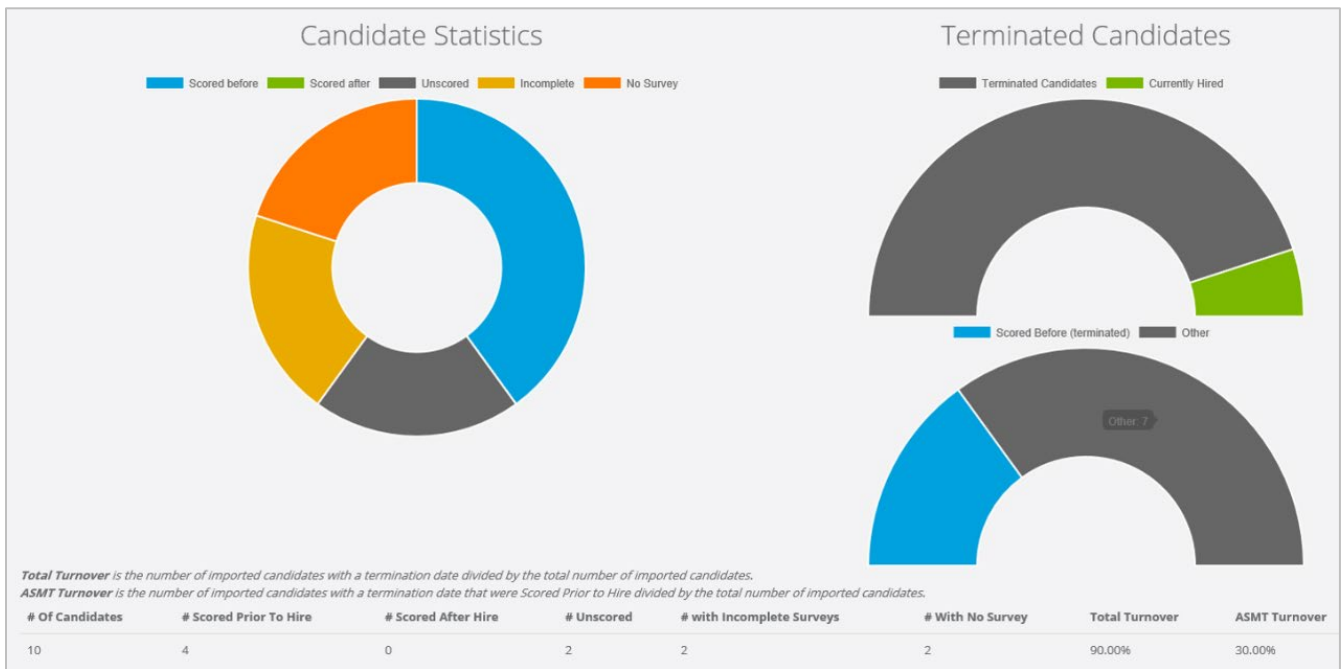


Retention Turnover Summary Report

As much as you love your personnel and hope they pledge unwavering loyalty to your organization, employee turnover is something we still, unfortunately, must occasionally deal with.

To this effect, symplr Staff Assessment includes Turnover Summary reporting capabilities. With this report, your organization receives a clear picture of how many employees are staying, how many are going, and can help you determine if there's any correlation of these departures with their Staff Assessment survey results.



What is it exactly?

The Turnover Summary Report summarizes turnover data, imported via an Excel spreadsheet, to allow you to quickly view your employee retention and turnover criteria. In addition to the visual display, the report also generates a downloadable spreadsheet containing all the turnover data for each employee. This spreadsheet also includes employees' Staff Assessment survey scores to allow further analysis, enabling you to examine any potential correlations between assessment scores and retention data (among other things).

This report, when examined with its exported Staff Assessment survey scores, can be used to show utilization of the Staff Assessment system during the hiring process, and any potential correlation between survey scores and staff retention.

How do I use it?

Once the feature has been activated, users complete the report generation process from the **Reports** page. After uploading a spreadsheet file containing your employee turnover data (in .csv format) and mapping column headings to field names, the data is processed.

A report can be generated after quickly and easily assigning your field names.

SAVE TO:	**Full Name**	Job Title	Employee Number (id)	Status
HEADER:	LNAME	JOB DESCRIPTION	EMPNO	
1:	Sample, Sally	Environmental Technician	76763	
2:	Hunt, Jones	Patient Food Service Asst	76781	
3:	Candidate, Allison	Business Intel Developer	76758	
4:	Jones, Anne	Security Officer	76784	
5:	Sample, Sample	Food Service Supervisor	76789	
6:	Buterakos, Jason	Clinic Coordinator 2	76770	
7:	Fusee, Bethany	Clinic Coordinator 2	76747	
8:	Lynch, Paul	Support Associate	76784	
9:	Sample, Jason	Gift Shop Sales Associate	76781	
10:	Harmon, Cindy	Phlebotomist	76769	

File Name	Total Rows	Processed	Uploaded at	Processed File	Status	Summary
PB Healthcare Turnover.csv	10	10	2017-07-07 07:55:09	roi_data_595f769d3842a.csv	roi_data_595f769d3842a.csv	Saved Process file first
import_retention_template.csv	3	3	2017-07-17 09:59:34	roi_data_596cc2c680d9a.csv	roi_data_596cc2c680d9a.csv	Se Generate Summary
PB Healthcare Turnover.csv	10	10	2017-07-17 10:12:09	roi_data_596cc5b99c7fd.csv	roi_data_596cc5b99c7fd.csv	Saved Generate Summary

After these simple steps, your turnover summary report is available from the **Import Status** page. There are two methods of viewing this information:

- Clicking **Generate Summary** displays the report on-screen within Staff Assessment.
- Clicking the .csv file link under the Status column downloads a spreadsheet containing more detailed Staff Assessment data, including each employee's assessment survey scores.

The Fine Print

Nothing to worry about, just some of the finer details you should be aware of regarding this feature.

- The Turnover Summary report is available free of charge for all existing symplr Staff Assessment users.
- The ability to generate these reports is controlled by a user-level permission setting. Before activating this feature, it may be helpful to know beforehand which members, departments, and/or facilities within your organization would benefit from this report.
- To activate this feature in your organization, please reach out to a symplr Support specialist by calling 866-323-3030 or emailing talentsupport@symplr.com.