symplr ASSESSMENTS

Retention Dashboard

Employee retention and turnover are among the biggest challenges facing healthcare organizations today. It's now more important than ever to identify any areas afflicted with high turnover rates and do what's needed to address any weaknesses.

Thankfully, symplr Staff Assessment includes the Retention Dashboard. This feature offers expanded turnover reporting capabilities, making it easier than ever to determine common factors that could be contributing to your employees leaving (or staying). After identifying these elements, you can then work on reinforcing the departments, people, or roles needing it most.

What is it exactly?

The Retention Dashboard makes use of your already-imported turnover data and provides deeper capabilities than the existing Turnover Summary Report. Up to a full year's worth of turnover data can now be queried across all uploaded Retention/Turnover files (within the previous five years) to provide a more comprehensive representation of who's staying and who's going.

This report, when examined with the exported Staff Assessment survey scores, can be used to show utilization of the Staff Assessment system during the hiring process, and any potential correlations between assessment scores and various other factors. Reports may also be printed.

How do I use it?

Once the feature has been activated, it is accessed from the **Import Retention/Turnover File** page found in the **Reports** tab.

Clicking the **Retention Dashboard** button in the upper-right corner of this page displays the *Retention Dashboard* search form.

To use this tool, users must have completely imported and processed at least one retention/turnover file – this ensures the appropriate data to run queries on exists in the system. After specifying the search criteria and adding a date range, clicking **Search** displays any matches (up to 200) in the lower half of the **Retention Dashboard** page. Check off any people you want to examine, then click **Continue** to display the **Results** page.

Results				⌃

Got 5 results.

Name (Last, First)	Phone Number	Position Applied For	Date	Selected
Sample, Sam	3216548283	Acute Care Nurse (LPN, RN)	05/20/2019	☐
Harmon, Cindy	6163213456	CNA	09/25/2019	☑
Fusee, Bethany	6164600188	Clinic Coordinator 2	01/16/2020	☑
Sample, Sample	6161234567	Food Service Supervisor	01/25/2021	☐
Fusee, Bethany	6161234567	Clinic Coordinator 2	02/03/2022	☑
			Select All	☐

[Continue]

On the **Results** page, there are two ways of viewing this information. Clicking **Show Details** displays the results including detailed Staff Assessment scores. If this display turns out to be too many numbers, clicking **Show Summary** reverts to the simplified view. Additionally, clicking **Print List** lets you print out or save a PDF of the results data, including each employee's detailed assessment scores.

The Fine Print

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

- The Retention Dashboard is available free of charge for all existing symplr Staff Assessment users.
- Access to the dashboard 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 feature.
- 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**.