

Employee Experience Checklist



Review these eight goals and use them as milestones in your employee experience action plan.

1

Goal: Recruit top talent

- Promote what makes your workplace culture unique.
- Expand your search to make your talent pool more diverse.
- Show how your organization supports equitable pay policies.

2

Goal: Hire the best candidates

- Make the hiring process as smooth and engaging as possible.
- Prioritize candidates who fit the role and add to the workplace culture.
- Reduce bias by training hiring managers to be objective.

3

Goal: Personalize onboarding

- Create opportunities for new hires to get to know their team.
- Let new hires know they have potential for growth early on.
- Gather employee feedback on the onboarding process.

4

Goal: Engage regularly

- Encourage managers to have regular check-ins with employees.
- Enable teams to connect with each other and the larger organization.
- Use surveys to elicit continuous feedback and spur improvements.

5

Goal: Drive performance

- Measure performance and engagement more than once per year.
- Recognize employees for outstanding work and milestone achievements.
- Set job expectations with input from employees to ensure fairness.

6

Goal: Develop careers

- Provide opportunities for advancement within the company.
- Personalize career growth based on strengths, skills and interests.
- Make learning and development an ongoing activity.

7

Goal: Manage turnover

- Conduct exit interviews so departing employees feel valued.
- Determine why some employees leave and others stay.
- Act on exit data to improve the workplace experience.

8

Goal: Create brand advocates

- Follow up the exit interview with a request for an online review.
- Create an alumni network using e-newsletters, social media, etc.
- Brainstorm ways to keep former employees raving about your organization.

To learn more, download the [Employee Experience guidebook](#).