

**U**se the measurement matrix below to outline each major measurement milestone in your program.

## Measurement Matrix for Employee Retention Recognition Program

Category	Tasks	Responsibilities	Required Resources	Due Date Timeline
Align Measurements with Objectives	Determine baseline measurement for employee turnover	Director of Human Resources	12-month history of employee turnover	
Quantitative Measures	Set 12-month goal, determine the desired decrease in employee turnover	Director of Human Resources	12-month history of employee turnover	
Qualitative Measures	Develop tracking system to report employee turnover on a quarterly basis	Director of IT and Human Resources Project Manager	Software tracking solution	
Other				