Effect of Recruitment Sources on Retention

Directions: Use this table to summarize information about all employees who quit during a calendar year. You will need to know the recruitment source for the people who left the organization in the year and the number of months each person worked before quitting or being fired. To complete the table, first count and enter the number of people who left who heard about the job from each type of source. Then count and enter the number in each tenure group who heard about the job from each source. Finally, calculate the percentage of those who left who had 0-12 month's tenure by referral source. Referral sources with the lowest proportion of leavers in the first six months (and twelve months) are the most effective for retention. Whenever possible, use a computerized database or spreadsheet to track this information to automate the computations as much as possible.

						Year: .
Referral Source	N who quit/were fired	Tenure of leavers			% from the referral source who left after	
		0-6 Months	7-12 months	13+ months	0-6 months	7-12 months
Inside Sources (Referred by)						
Current/former employees						
Internal posting						
Worked for organization before						
Someone who works in a similar organization						
Was an intern before applying						
Was a volunteer before applying						
Parent or individual receiving supports						
School-to-work participant						
Welfare-to-work participant						
Other						
Outside Sources (Heard about the job from)						
Newspaper advertisements						
Job Fairs						
HS or College Job Board						
Employment/referral agency						
TV or radio advertisements						
Other						
Totals						
Total Inside sources						
Total Outside Sources						
Total Recruitment Source Unknown						
Grand Total						