

Use this checklist to prioritize and document your employee engagement activities.

Priority	Activity	Completion Date
	IMPROVE YOUR EMPLOYER BRAND	
	Create or update an Employee Value Proposition and communicate it to your employees	
	HIRE AND DEVELOP GREAT MANAGERS	
	Review interview questions for managers and add questions about leadership aptitude if necessary	
	Create a consistent onboarding processes and train managers to execute it properly	
	Encourage managers to view the Performance Communication Webinar	
	Hold managers accountable for scheduling regular one-on-one meetings with their employees	
	BE STRATEGIC ABOUT YOUR BENEFITS OFFERING	
	Review the current benefit plans offered	
	Research options for new benefit offerings	
	Gather feedback from manager conversations with employees	
	Decided on new benefits (if any) and communicate changes to employees	
	BE FLEXIBLE	
	Review your current Flexible Work Schedule Policy	
	Research options for flexible work arrangements	
	Gather feedback from manager conversations with employees	
	Decided on new flexible work options (if any) and communicate changes to employees	
	OFFER PROFESSIONAL DEVELOPMENT AND CAREER PATHING	
	Review your professional development policies and career pathing discussions	
	Research and Implement a new succession planning program	
	Research options for development	
	Gather feedback from manager conversations with employees	
	Decided on new development and career opportunities (if any) and communicate changes to employees	