

Early Turnover Control Checklist

Use this checklist to identify the fixable conditions that may be causing early turnover. If one section has several unchecked boxes, start there. Small fixes in the first 90 days can prevent the same role from reopening again.

1. Workload Management

Does the role give new workers a realistic ramp into the full pace of the job?

- ☐ Production pace is explained, shown, and coached
- ☐ The first few shifts have a clear ramp-up expectation
- ☐ Supervisors know and communicate what “good progress” looks like
- ☐ Early mistakes are coached before they become removal reasons

2. First-Week Stability

Does the worker’s first week feel organized, consistent, and worth coming back to?

- ☐ Schedule details do not change at the last minute
- ☐ Start times, breaks, and overtime expectations are clear
- ☐ The worker knows where they are assigned each day
- ☐ There are no avoidable delays before they begin work
- ☐ Someone confirms that the first few shifts went as expected

3. Friction Control

Are small avoidable frustrations making the job feel harder than it needs to be?

- ☐ Parking and entrance instructions are clear
- ☐ Schedule communication is simple and consistent
- ☐ Workers are not left waiting before starting work
- ☐ PPE, badge, tools, or login access are ready when needed
- ☐ Break and lunch expectations are clear
- ☐ Workers know who to ask for help
- ☐ Last-minute changes are limited whenever possible

4. Schedule Control

Are the hard parts of the schedule being managed clearly and consistently?

- ☐ Overtime expectations are communicated early
- ☐ Weekend requirements are clear
- ☐ Rotating schedules are explained before they happen
- ☐ Shift changes are not last-minute whenever possible
- ☐ Workers know whether hours are stable or variable

5. First-Paycheck Control

Does the worker have a reason to stay after the first paycheck?

- ☐ There is a clear path to full-time hire when applicable
- ☐ The worker has opportunity to learn new skills
- ☐ Supervisor support is visible
- ☐ Respectful treatment is consistent
- ☐ There is a realistic chance for more hours when applicable

6. Supervisor Experience Control

Does the floor experience make new workers feel supported?

- ☐ Expectations are explained clearly
- ☐ Questions are welcomed
- ☐ Pace expectations are realistic
- ☐ Someone notices early struggle before it becomes failure

7. Effort Recognition Control

Do workers feel their effort is noticed during the first few weeks?

- ☐ Progress is acknowledged
- ☐ Attendance is noticed
- ☐ Effort is recognized before mistakes are corrected
- ☐ Good workers are told they are doing well
- ☐ Workers know what “good” looks like

8. Recovery Control

When a worker starts to struggle, is there a way to recover them?

- ☐ Attendance issues are noticed early
- ☐ Pace issues are addressed before removal
- ☐ Supervisor feedback reaches the right person quickly
- ☐ There is a plan before replacing the worker

9. Control Point Ownership

Is someone clearly responsible for reducing early turnover, or is everyone reacting after it happens?

- ☐ HR owns part of the issue
- ☐ Operations owns part of the issue
- ☐ Supervisors know their role
- ☐ The staffing partner knows their role
- ☐ Feedback loops are clear
- ☐ Repeat problems are escalated, not normalized

More Vip Tools to Solve Staffing Challenges:

▲ [Day One Readiness Checklist](#)

▲ [Hiring Cost Calculator](#)