



To whom it may concern,

Attached to this document is a worksheet for you to go over with your new hire. There is a need to decrease turnover at Walmart stores, and we believe that this program will help your associates feel at home at our stores. This program will run from 7/2 through 7/27. For all associates you are assigned to meet with, you will schedule 1 15-minute meeting (one-on-one) with them for each week (for a total of 8 meetings). Associates who have been employed at Walmart for less than 3 months on 7/2 will be eligible for this program, as well as all new hires after that point. The shifts of the store this program applies to are: CAP 1, CAP 2, and Cashiering. The time that this program is best used is in the last 3 hours of low-traffic days (for example: 1 truck nights). However, both meetings for the week should still be completed, even if every night is high-traffic.

The purpose of these meetings is **not** explicitly to get feedback on store processes, but to get to know your associates. In other words, it is not for submitting complaints about managers, but for getting to know how management works, and to reach familiarity with the management of the store.

On the next page are some talking points and guidelines on how to approach this process.

Thank you,

2018 ASM Summer Interns



Retention Plan Worksheet

Manager Name: _____

Associate Name: _____

Description:

This conversation should be free-flowing, genuine, and tailored to the employee's questions.

Some talking points could be around your own and your employee's hobbies, interests outside of work, home life, sleep schedule, and adjustment to working at Walmart. You could also talk about your life at the beginning of your career at Walmart, and why you decided to stay in the company. Finally, you can ask about their experience at Walmart – are they getting trained effectively and do they need anything from you to improve their workflow or overall job satisfaction?

Associates should feel comfortable and like they can get to know you. Not only as a manager but as someone who was once in their shoes.

What we talked about:

What I will follow up about (if applicable):

Feedback for ASM Interns about how today went:

I certify that I have completed today's Performance Plan Meeting.

Manager Signature: _____

Date: _____