

**Part 1 – Please provide a summary of employee turnover within the past 12 months (attach additional pages, as necessary).**

Employee Name	Last Work Day	Salary at Departure	New Employer	New Role *	New Salary Range

\*Same level or promotion

**Part 2 – Please provide a summary of recruitment actions (attach additional pages, as necessary).**

Competition Number	Closing Date	# of Applicants	Quality of Competition**	Successful (Y/N)	Where Advertised	Salary

\*\*1 – Poor      2 – Good      3 - Excellent