How to Use a Turnover Tracking Spreadsheet

Once you have identified the information you wish to track and have created a spreadsheet, you can begin to collect information.

In the example below, the *Turnover Tracking Spreadsheet* displays information on all the drivers who left this company in the last three months. It lists all drivers, along with their hire date and end date. You can calculate the length of employment by the difference between these dates. Those with no end date are clearly still employed.

You can use this information to calculate your turnover rate, generate reports and identify turnover patterns and trends.

No.	Employee	Hire Date	End Date	Length of Employment	Quit	Fired	Reason
1.	C. Barrow	Nov 11	Jan 12	2 months	x		Leaving industry
2.	M. Blanc	Jul 11	Dec 11	5 months	x		Weekend work
3.	E. Bombast	Jan 10					
4.	C. Brown	Sep 11	Jan 12	4 months	x		Family reasons
…	…	…					
11.	M. Petski	Oct 11	Jan 12	3 months		x	Not a good fit
12.	C. Shift	Aug 11					
…	…	…					
25.	J. Unhra	May 11	Dec 12	19 months	x		Low miles