

KNOWLEDGE LOSS RISK ASSESSMENT SPREADSHEET

DEPTID	Dept. Name	Job Title	Incumbent	Schedule	Level	Anticipated Retirement Date	Source (Employee or Estimated Date)	Retirement Factor	Position Risk Factor	TOTAL ATTRITION FACTOR
<i>Example:</i>										
C616325000	ENG SPT	Mech. Eng. (Design)	J. Smith	CE	D	12/15/2001	Employee	5	X	5 = 25
C616320000	SITE ENG	Secretary	K. Jones	SB	4	09/16/2005	Estimated	2	X	3 = 6
									X	=
									X	=
									X	=
									X	=
									X	=
									X	=
									X	=
									X	=
									X	=
									X	=
									X	=
									X	=
									X	=
									X	=
									X	=
									X	=

Establish as a standard HR report. Managers/supervisors would complete the "Position Risk Factor" column and compute "Total Attrition Factor."