



## APHL Knowledge Retention Toolkit

# Introduction to the Knowledge Retention Toolkit

Welcome to the newly updated APHL Knowledge Retention Toolkit! The toolkit is designed to capture and retain institutional knowledge for the entire life cycle of any employee within the organization—from the initial onboarding process through the exit interview.

## About the Knowledge Retention Toolkit

The toolkit contains both general and position-specific questions, meant to capture the knowledge gained by employees through their hands-on experience and practice in the field. This knowledge includes skills, insights and best practices, which are not often found in an organization’s policies and procedures and would otherwise be lost upon the employee’s departure from the role or organization.

Each component of the toolkit can be used alone or in conjunction with the others. All components can be customized to meet individual and organizational needs.

## Toolkit Components

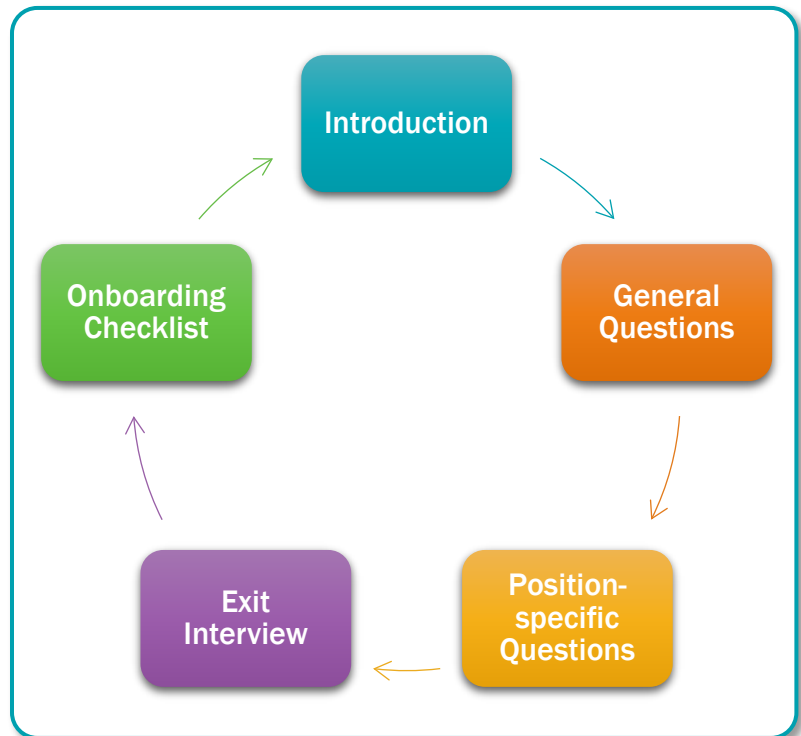
[Download a complete set of editable MS Word templates](#) or select a title below to download an individual template:

### For Everyone

- [General Position Questions](#)
- [Onboarding Checklist](#)
- [Exit Interview](#)

### Position-specific Questions

- [Laboratory Director](#)
- [Laboratory Manager/Supervisor](#)
- [Laboratory Analyst/Scientist](#)
- [Biosafety & Biosecurity](#)
- [Chemical Threat](#)
- [Mycobacteriology/Tuberculosis](#)
- [Quality Manager](#)
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Scan the QR code to access the digital version of the Knowledge Retention Toolkit Introduction for links to all 10 Toolkit component templates listed above.