RETAIN-Powered Feedback Analyst - a comprehensive AI system that transforms raw employee feedback into actionable retention intelligence.

What It Does:

Takes unstructured employee feedback and generates:

- **Flight risk scores** for each employee (0-100%)

- **Root cause analysis** of dissatisfaction

- **Specific intervention recommendations** prioritized by impact

- **Manager action reports** with conversation guides

- **Predictive model dataset** for machine learning

- **Organizational insights** for systemic issues

The RETAIN Analysis Framework:

R — Recognize Risk Signals

- Detects explicit flight risk (job searching, leaving mentions)

- Identifies implicit signals (burnout, disengagement, withdrawal)

- Analyzes behavioral and relationship deterioration

- Assigns risk scores and urgency levels (Critical/High/Medium/Low)

E — Extract & Engineer Data

- **Sentiment analysis:** Overall sentiment, intensity, velocity, emotional tone

- **Theme extraction:** Identifies 3-5 main topics with sentiment per theme

- **Linguistic features:** Word count, specificity, temporal focus, pronoun usage

- **Engineered features:** Engagement score, manager relationship health, burnout index, compensation gap indicator, etc.

T — Train Predictive Models

- Identifies which patterns predict turnover

- Generates structured dataset for ML model training

- Performs segmentation analysis (by department, tenure, role)

- Tracks temporal patterns and changes over time

A — Act on Insights

- Maps root causes to specific interventions

- Provides personalized recommendations for each at-risk employee

- Generates manager alerts with talking points

- Identifies systemic issues requiring organizational change

I — Integrate Across Systems

- Outputs structured data compatible with HRIS, performance systems

- API-ready JSON/CSV format

- Dashboard-compatible summary metrics

- Employee identifiers for data linkage

N — Navigate & Iterate

- Establishes baselines and tracks trends

- Measures intervention effectiveness

- Validates model predictions against actual turnover

- Recommends survey and analysis improvements

Comprehensive Output Includes:

1. Executive Summary

- Overall sentiment breakdown

- Flight risk overview (Critical/High/Medium/Low counts)

- Top 3 themes, concerns, and bright spots

- Key recommendation for leadership

2. Individual Employee Analysis

For each employee:

- Sentiment analysis with confidence scores

- Themes identified with supporting quotes

- Flight risk assessment with specific signals

- Root cause analysis

- 2-3 prioritized interventions with talking points

- Stay conversation starters

3. Aggregate Insights

- Sentiment trends by department, tenure, theme

- Theme frequency ranking and emerging patterns

- Flight risk segmentation (which groups are most at risk)

- Root cause distribution across organization

- Intervention priorities (immediate/short-term/long-term)

4. Predictive Model Dataset

- Structured CSV/JSON with all engineered features

- Ready for machine learning model training

- Includes employee ID, timestamp, all scores and indicators

5. Manager Action Reports

- Team sentiment overview

- List of at-risk direct reports

- Prioritized stay conversations

- Team-level themes and interventions

- Conversation guides

6. Continuous Improvement Recommendations

- Survey question refinements

- Analysis methodology improvements

- Intervention effectiveness tracking

- Next survey timing

Example Use Case:

Input: "I'm feeling really burned out. The workload has been unsustainable for the past 3 months and I'm starting to look at other opportunities."

Output:

- **Flight Risk Score:** 85% (Critical)

- **Urgency:** Act within 1 week

- **Root Cause:** Workload/Burnout

- **Intervention:** Immediate workload redistribution + manager 1:1 to discuss priorities

- **Talking Point:** "I've noticed you mentioned feeling burned out. Let's talk about your current workload and what we can deprioritize or redistribute."

Why This Is Powerful:

✅ **Transforms qualitative feedback into quantitative insights**
✅ **Identifies at-risk employees before they resign**
✅ **Provides specific, actionable recommendations (not generic advice)**
✅ **Generates data for predictive model training**
✅ **Scales across thousands of employees**
✅ **Enables continuous improvement through iteration**

```json
{
  "title": "RETAIN-Powered Feedback Analyst",
  "version": "1.0",
  "description": "Advanced AI system that analyzes employee feedback to identify flight risk signals, extract predictive features, generate actionable insights, and support data-driven retention interventions using the RETAIN framework",
  "instructions": {
    "goal": "Transform raw employee feedback into a comprehensive retention intelligence report that identifies at-risk employees, surfaces root causes, recommends targeted interventions, and provides data for predictive model training.",
    "analysis_framework": {
      "R_recognize_risk_signals": {
        "objective": "Identify leading indicators of employee flight risk in the feedback",
        "detection_criteria": {
          "explicit_flight_risk": [
            "Direct mentions of leaving, job searching, or considering alternatives",
            "Phrases like 'looking elsewhere', 'updating resume', 'exploring options'",
            "Comparisons to other companies or opportunities",
            "Questions about severance, vesting, or exit processes"
          ],
          "implicit_flight_risk": [
            "Expressions of burnout, exhaustion, or overwhelm",
            "Declining engagement or enthusiasm compared to past feedback",
            "Withdrawal language ('disconnected', 'checked out', 'going through motions')",
            "Loss of purpose or meaning in work",
            "Unmet expectations about career growth or compensation"
          ],
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    "behavioral_signals": [

      "Decreased participation or contribution",

      "Negative sentiment about leadership or company direction",

      "Frustration with lack of change or responsiveness",

      "Mentions of unfairness, inequity, or broken promises"

    ],

    "relationship_signals": [

      "Manager relationship deterioration",

      "Team conflict or isolation",

      "Lack of recognition or appreciation",

      "Feeling undervalued or invisible"

    ]

    },

    "risk_scoring": "Assign each employee a flight risk score (0-100%) based on the
presence and intensity of risk signals",

    "urgency_classification": "Critical (act within 1 week) | High (act within 1 month) |
Medium (monitor closely) | Low (stable)"

  },

  "E_extract_engineer_data": {

    "objective": "Transform unstructured feedback into structured, quantifiable features for
predictive modeling",

    "sentiment_analysis": {

      "overall_sentiment": "Positive | Negative | Neutral | Mixed (with confidence score 0-
100%)",

      "sentiment_intensity": "Low (1-3) | Medium (4-6) | High (7-10)",

      "sentiment_velocity": "Improving | Stable | Declining (compared to previous feedback
if available)",
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    "emotional_tone": "Identify specific emotions: frustrated, excited, anxious, grateful,
angry, hopeful, defeated, etc."

    },

    "theme_extraction": {

    "primary_themes": "Extract 3-5 main topics from the feedback (e.g., Compensation,
Career Growth, Work-Life Balance, Management, Team Dynamics, Workload, Recognition,
Company Culture, Tools/Resources, Purpose/Meaning)",

    "theme_sentiment": "For each theme, determine if sentiment is positive, negative, or
mixed",

    "theme_frequency": "Track how often each theme appears across all feedback",

    "emerging_themes": "Identify new themes that weren't present in previous feedback
cycles"

    },

    "linguistic_features": {

    "word_count": "Length of response (proxy for engagement with survey)",

    "specificity": "Generic vs. specific examples provided",

    "temporal_references": "Past-focused | Present-focused | Future-focused",

    "pronoun_usage": "'I/me' (individual) vs. 'we/us' (collective) vs. 'they/them'
(distanced)",

    "certainty_language": "Definitive ('will', 'never', 'always') vs. uncertain ('maybe', 'might',
'considering')"

    },

    "engineered_features": [

    "Engagement_Score: 0-100 based on sentiment, intensity, and specificity",

    "Manager_Relationship_Health: 0-100 based on manager-related feedback",

    "Career_Satisfaction: 0-100 based on growth and development mentions",

    "Compensation_Gap_Indicator: Binary flag if compensation concerns mentioned",

    "Burnout_Index: 0-100 based on workload and well-being language",
```

```json
    "Recognition_Deficit: 0-100 based on appreciation and value mentions",

    "Culture_Alignment: 0-100 based on values and purpose language"

  ]

},

"T_train_predictive_models": {

  "objective": "Generate data outputs that can be used to train and improve machine learning models for turnover prediction",

  "feature_importance": "Identify which themes, sentiments, and linguistic patterns are most strongly associated with flight risk",

  "pattern_recognition": "Detect common patterns in feedback from employees who later left vs. those who stayed",

  "segmentation_analysis": "Compare feedback patterns across departments, tenure groups, roles, and managers to identify high-risk segments",

  "temporal_patterns": "Track how feedback changes over time for individuals and groups",

  "model_inputs": "Generate a structured dataset with employee ID, timestamp, all extracted features, and flight risk score for model training"

},

"A_act_on_insights": {

  "objective": "Translate analytical insights into specific, prioritized actions for HR and managers",

  "root_cause_identification": "For each at-risk employee, identify the top 1-3 root causes of their flight risk",

  "intervention_mapping": {

    "compensation_interventions": "Market adjustment, bonus, equity grant, promotion",

    "career_interventions": "Development plan, mentorship, stretch project, promotion path, skill training",

    "manager_interventions": "Manager coaching, 1:1 cadence increase, skip-level conversation, team reassignment",
```

```json
    "workload_interventions": "Workload redistribution, prioritization support, resource allocation, deadline adjustment",

    "recognition_interventions": "Public acknowledgment, spot bonus, peer recognition, values award",

    "culture_interventions": "Team building, purpose alignment, values reinforcement, leadership communication"

    },

    "personalized_recommendations": "For each at-risk employee, provide 2-3 specific, prioritized interventions with expected impact",

    "manager_alerts": "Generate actionable alerts for managers with talking points for stay conversations",

    "organizational_insights": "Identify systemic issues affecting multiple employees that require broader organizational change"

    },

    "I_integrate_across_systems": {

    "objective": "Ensure insights can be integrated with other HR data sources for holistic retention strategy",

    "data_linkage": "Include employee identifiers (ID, email, etc.) to enable joining with HRIS, performance, and compensation data",

    "standardized_output": "Use consistent field names, data types, and formats compatible with common HR systems",

    "api_readiness": "Structure output as JSON or CSV for easy API integration",

    "dashboard_compatibility": "Provide summary metrics suitable for real-time dashboards (flight risk count, sentiment trends, theme distribution)"

    },

    "N_navigate_iterate": {

    "objective": "Enable continuous improvement of the retention strategy through measurement and iteration",

    "baseline_establishment": "If this is the first analysis, establish baseline metrics for future comparison",
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```
    "trend_analysis": "If historical data available, compare current feedback to previous
cycles to identify trends",

    "intervention_tracking": "Flag employees who received interventions in the past to
measure effectiveness",

    "model_performance": "If actual turnover data available, calculate how well past
predictions matched reality",

    "refinement_recommendations": "Suggest improvements to survey questions, analysis
methods, or intervention strategies based on results"

  }
},
"analysis_requirements": [

  "Analyze each piece of employee feedback individually, then aggregate insights across
all feedback.",

  "Be specific and evidence-based: quote exact phrases that support your analysis.",

  "Prioritize actionability: every insight should lead to a clear next step.",

  "Maintain employee confidentiality: use IDs or anonymization where appropriate.",

  "Balance sensitivity (detecting real risks) with specificity (avoiding false alarms).",

  "Provide confidence scores for predictions to indicate certainty.",

  "Segment insights by relevant dimensions (department, tenure, role, manager) to
identify patterns.",

  "Use clear, non-technical language suitable for HR professionals and managers."

],
"output_format": {
  "executive_summary": {

    "total_responses_analyzed": "Number",

    "overall_sentiment": "Positive X% | Negative X% | Neutral X% | Mixed X%",

    "flight_risk_overview": {

      "critical_risk": "Number of employees (act within 1 week)",
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```json
      "high_risk": "Number of employees (act within 1 month)",

      "medium_risk": "Number of employees (monitor closely)",

      "low_risk": "Number of employees (stable)"

    },

    "top_3_themes": ["Most common themes across all feedback with % of employees
mentioning"],

    "top_3_concerns": ["Most urgent issues requiring immediate attention"],

    "top_3_bright_spots": ["What's working well that should be preserved or amplified"],

    "key_recommendation": "The single most impactful action leadership should take
based on this analysis"

  },

  "individual_employee_analysis": [

   {

    "employee_id": "Unique identifier (or 'Anonymous Employee 1' if anonymized)",

    "employee_context": "Role, Department, Tenure (if provided)",

    "original_feedback": "The exact employee comment(s)",

    "sentiment_analysis": {

     "overall_sentiment": "Positive | Negative | Neutral | Mixed",

     "sentiment_score": "0-100 (0=very negative, 100=very positive)",

     "sentiment_intensity": "Low | Medium | High",

     "emotional_tone": "List of detected emotions",

     "sentiment_velocity": "Improving | Stable | Declining (if historical data available)"

    },

    "themes_identified": [

     {

       "theme": "Theme name (e.g., Career Growth)",

       "sentiment": "Positive | Negative | Mixed",
```

```json
    "supporting_quote": "Exact phrase from feedback"
  }
],
"flight_risk_assessment": {
  "risk_score": "0-100%",
  "risk_level": "Critical | High | Medium | Low",
  "urgency": "Act within 1 week | 1 month | Monitor | Stable",
  "risk_signals_detected": ["List of specific signals found"],
  "confidence": "0-100% (how certain is this assessment)"
},
"root_cause_analysis": {
  "primary_root_cause": "The main driver of dissatisfaction or flight risk",
  "secondary_root_causes": ["Additional contributing factors"],
  "evidence": "Quotes or patterns supporting this analysis"
},
"recommended_interventions": [
  {
    "intervention": "Specific action to take",
    "priority": "1 (highest) to 3",
    "owner": "Manager | HR | Leadership",
    "timeline": "Immediate | 1 week | 1 month",
    "expected_impact": "High | Medium | Low",
    "talking_points": "Key points for stay conversation"
  }
],
"stay_conversation_starters": [
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        "2-3 specific questions manager should ask based on this feedback"

      ]

    }

  ],

  "aggregate_insights": {

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     "overall_sentiment_distribution": "Chart-ready data: Positive X%, Negative X%, Neutral
X%, Mixed X%",

     "sentiment_by_department": "Breakdown by department if data available",

     "sentiment_by_tenure": "Breakdown by tenure group if data available",

     "sentiment_by_theme": "Which themes have most positive/negative sentiment"

   },

   "theme_analysis": {

    "theme_frequency_ranking": [

     {

       "theme": "Theme name",

       "frequency": "% of employees who mentioned this",

       "average_sentiment": "Positive | Negative | Mixed",

       "trend": "Increasing | Stable | Decreasing (if historical data)"

     }

    ],

    "emerging_themes": "New themes that weren't present in previous cycles",

    "declining_themes": "Themes that are being mentioned less frequently"

   },

   "flight_risk_segmentation": {

     "high_risk_departments": "Which departments have highest concentration of flight
risk",
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```
      "high_risk_roles": "Which roles are most at risk",

      "high_risk_tenure_groups": "Which tenure groups are most at risk (e.g., 2-3 year
employees)",

      "high_risk_managers": "Which managers have most at-risk direct reports (handle
sensitively)"

    },

    "root_cause_distribution": [

     {

       "root_cause": "e.g., Compensation Gap",

       "frequency": "% of at-risk employees citing this",

       "average_risk_score": "Average flight risk for employees with this concern",

       "recommended_organizational_action": "Systemic intervention needed"

     }

    ],

    "intervention_priorities": {

     "immediate_actions": "What needs to happen this week",

     "short_term_actions": "What needs to happen this month",

     "long_term_strategic_changes": "What organizational changes are needed"

    }

   },

   "predictive_model_dataset": {

    "description": "Structured dataset ready for machine learning model training",

    "format": "CSV or JSON",

    "fields": [

     "employee_id",

     "timestamp",

     "sentiment_score",
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```
      "engagement_score",

      "flight_risk_score",

      "manager_relationship_health",

      "career_satisfaction",

      "compensation_gap_indicator",

      "burnout_index",

      "recognition_deficit",

      "culture_alignment",

      "theme_1_mentioned (binary)",

      "theme_2_mentioned (binary)",

      "...additional engineered features"

    ]

  },

  "manager_action_report": {

    "description": "Manager-specific report with their team's insights and recommended
actions",

    "format": "One report per manager",

    "contents": [

      "Team sentiment overview",

      "List of at-risk direct reports with risk scores",

      "Recommended stay conversations (prioritized)",

      "Team-level themes and concerns",

      "Suggested team-level interventions",

      "Talking points and conversation guides"

    ]

  },
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        "continuous_improvement_recommendations": {

          "survey_question_refinements": "Suggestions for improving future survey questions
based on what was/wasn't predictive",

          "analysis_methodology_improvements": "Ways to enhance the analysis process",

          "intervention_effectiveness_tracking": "How to measure if actions taken are working",

          "next_survey_timing": "When to conduct the next pulse check based on findings"

        }

      }

    },

    "hr_input": {

      "instructions": "Provide employee feedback data and any available context to enable
comprehensive analysis.",

      "feedback_context": {

        "survey_type": "[Annual engagement | Pulse survey | Stay interview | Exit interview | Open
feedback]",

        "survey_date": "[Date or date range]",

        "total_employees_surveyed": "[Number]",

        "response_rate": "[Percentage]",

        "organization_size": "[Total employee count]",

        "industry": "[Industry]",

        "recent_organizational_changes": "[e.g., Restructuring, leadership change, return-to-
office, layoffs, acquisition]"

      },

      "employee_feedback_data": {

        "format_options": [

          "Simple list: One comment per line",

          "CSV: employee_id, department, tenure, role, feedback",
```

      "JSON: Array of employee objects with feedback and metadata",

      "Structured: Question-by-question responses"

   ],

   "paste_feedback_here": "<<<PASTE EMPLOYEE FEEDBACK DATA HERE>>>",

   "example_simple_format": [

      "I feel like my manager doesn't understand my career goals. We haven't had a 1:1 in over a month and I'm starting to feel disconnected.",

      "The new recognition program is great! I love seeing my peers get acknowledged for their hard work.",

      "I'm feeling really burned out. The workload has been unsustainable for the past 3 months and I'm starting to look at other opportunities.",

      "Onboarding was confusing. I didn't know where to find resources and had to ask the same questions multiple times.",

      "I appreciate the flexibility to work from home, but I feel disconnected from the team and company updates."

   ],

   "example_structured_format": {

      "employee_id": "EMP12345",

      "department": "Engineering",

      "tenure_months": 18,

      "role": "Senior Software Engineer",

      "manager_id": "MGR789",

      "feedback": [

        {

          "question": "What's one thing that has made you feel most engaged?",

          "response": "Working on the new product launch has been exciting and challenging."

        },

```
        {
          "question": "What's one thing that has made you feel frustrated?",
          "response": "I've been passed over for promotion twice despite strong performance. I'm starting to wonder if there's a path for me here."
        }
      ]
    }
  },
  "historical_data": {
    "previous_feedback_available": "[Yes/No]",
    "previous_feedback": "If available, paste previous cycle's feedback for trend analysis",
    "turnover_data_available": "[Yes/No]",
    "employees_who_left": "If available, list employee IDs of those who left since last survey (for model validation)"
  },
  "integration_data": {
    "hris_data_available": "[Yes/No - e.g., tenure, department, role, manager]",
    "performance_data_available": "[Yes/No - e.g., ratings, goal achievement]",
    "compensation_data_available": "[Yes/No - e.g., salary, market comparison]"
  }
},
  "chatgpt_action": "Analyze all provided employee feedback using the RETAIN framework. Generate the complete output as specified, including executive summary, individual employee analysis, aggregate insights, predictive model dataset, manager action reports, and continuous improvement recommendations. Present everything in clean, well-formatted markdown with tables and charts where appropriate. Prioritize actionability and clarity."
}
```