

Stay Interview Conversation Outline

1. Introduction

- **Opening the Conversation:** "Thank you for taking the time to meet today. The purpose of this conversation is to understand what you enjoy about working here and to see if there are any areas we can improve your experience. This is not a performance review but an open discussion about your experience and how we can support you moving forward."
 - **Confidentiality:** "Everything shared here will be kept confidential and will help us make improvements within the team."
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2. General Job Satisfaction

- **How do you feel about your job overall?**
 - **What aspects of your role do you enjoy the most?**
 - **What do you find most fulfilling about your work here?**
 - **What is the most satisfying part of your day-to-day tasks?**
 - **What motivates you to perform at your best here?**
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3. Work Environment & Team

- **How do you feel about the team you work with?**
 - **Do you feel like the team values and recognizes your contributions?**
 - **How would you describe the culture of our workplace?**
 - **What could be done to improve team collaboration or dynamics?**
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4. Leadership and Management

- **How do you feel about the support you receive from your manager and leadership?**
 - **Do you feel your career goals are being supported here?**
 - **How could management better support you in your role?**
 - **Are there any changes you would like to see in how leadership communicates or interacts with the team?**
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5. Development and Growth Opportunities

- **Do you feel you have opportunities for professional growth and development here?**
 - **Are there any training, resources, or skills you would like to develop to help you grow in your role?**
 - **Do you feel there is room for advancement, and are you satisfied with your career path here?**
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6. Work-Life Balance

- **How do you feel about your work-life balance?**
 - **Are there any changes we can make to help improve this balance?**
 - **Do you feel that the company supports your personal life and well-being?**
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7. Compensation and Benefits

- **How satisfied are you with your current compensation and benefits?**
 - **Do you feel your pay and benefits are in line with your contributions?**
 - **Is there anything related to compensation or benefits that you would suggest improving?**
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8. Retention and Future Outlook

- **What would make you consider leaving this company if anything?**
 - **What can we do to ensure you continue to stay and thrive here?**
 - **What could we do differently to make you even more satisfied in your role?**
 - **What are your long-term career goals, and how can we help you achieve them?**
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9. Closing & Next Steps

- **Summarize:** "Thank you for sharing these insights. I will take this feedback and work on improving where possible."
- **Next steps:** "Is there anything specific that you'd like to see happen as a result of this conversation?"
- **Open door:** "Feel free to reach out if anything else comes to mind after today's conversation. We're always open to hearing your thoughts."

Follow-up

- Set a date for follow-up to discuss any actions taken or changes implemented based on the employee's feedback.

This format can be adapted to suit the specific needs of your team and company. It encourages candid conversations and helps you gain insights into what keeps your employees engaged, happy, and likely to stay with the company. It may help to send the questions in advance so your employees have time to think about them.