

# Stay Interview Template

**Purpose:** Learn more about why talented people are choosing to stay and work hard for your organization every day. Find out what your company (and the leaders within it) are doing right so you can do more of it.

**Approach:** Stay Interviews are meant to be done 'person to person'. If face-to-face in the same space is possible – it is preferred. Location suggestions include a picnic table, taking a walk, over a cup of coffee, in a conference room, via Zoom, etc. Note that formal settings can make for a less comfortable and open conversation. Remember that you are sincerely thankful that your employees are choosing to stay at your company, so this should feel appreciative and sincere (not threatening or punitive). This is not like a hiring interview – there is no right or wrong answer. The interviewer (a trusted leader - often the manager, HR partner or other leader) is taking time to LISTEN and LEARN. It is recommended not to take more than approximately 30-40 minutes of the persons' time. Remember to say THANK YOU!

**Output:** Just like an engagement survey – the information gathered will only be valuable if you DO SOMETHING WITH IT! Assign a project owner and follow a project plan to aggregate the data, decide on and implement actions, and communicate back to employees. Get feedback and repeat as necessary.

## **Questions:**

1. What part(s) of your work do you look forward to the most each day/week?
  - a. Why?
  - b. Can you tell me more about . . .
  
2. What part(s) of your work do you look forward to the least each day/week?
  - a. Why?
  - b. Can you tell me more about . . .
  
3. What approaches or tools do you use to manage your schedule in a way that best works for you?

4. Can you share the ways you feel recognized for your accomplishments and contributions?
5. What are the ways in which you continue to grow and develop yourself?
6. What are the methods of communication that work best for you?
  - a. Company-wide information
  - b. Team information
  - c. Individual information
7. What Feedback have you received recently that has been helpful?
8. What can the company:
  - a. STOP doing
  - b. START doing
  - c. CONTINUE doing
9. Is there anything else you'd like to share about what keeps you motivated to continue to do such good work for our company?