

Stay Interview Template



Name: _____	Date: _____
Department: _____	Interviewer: _____
Position: _____	

The purpose of a stay interview is to engage, retain, and address turnover in a proactive way with your employees. You want to see what motivates your employees to stay and what you can do as their manager to avoid issues down the road.

STAY INTERVIEW

- ✓ Conduct the interview in a comfortable environment
- ✓ Talk less, listen more
- ✓ Prepare open-ended questions
- ✓ “Give me an example when..” or “Tell me more about..”
- ✓ Keep it short—30 minutes or less
- ✓ Take notes
- ✓ Action plan at the end of the interview
- ✓ Don't ask, “Are you happy working here?” or “Do you make enough money?”

Possible Openings: *“I would like to talk with you about the reasons you stay with our organization so I understand what I might be able to do to make this a great place to work for you.”*

“I'd like to have an informal talk with you to find out how the job is going so I can do my best to support you as your manager with issues that are under my control.”

What aspects of your job do you look forward to each day?

What parts of your job are the most enjoyable?

What are the most challenging aspects of your job?

What are you learning? What do you want to learn more about?

How do you like working with members of your team? What's working? What's not?

What can I do to help you grow in your role? Stay in our department/at the university?

Possible Closings: *“In summary, these are the reasons I heard why you would stay. Let's develop a plan to make this a great place for you to work.”*

Then:

- Manage expectations. Identify what is possible and what is not.
- End on a positive note.
- Develop a stay plan.