Stay Interview Template

Use this template to guide a stay interview conversation. Edit the questions as needed to make the conversation as relevant and meaningful as possible.

# Before and During the Interview

* Schedule the interview, allowing a minimum of 45 minutes for the meeting.
* Share the purpose of stay interviews with the employee. Send the employee the questions ahead of time and ask them to reflect on them in preparation for the meeting.
* During the interview, focus on actively listening to the employee. Ask clarifying questions and summarize what you heard. Avoid the temptation to justify or express disapproval with anything you hear.
* End the interview by thanking the employee for their candor and agreeing on next steps.

# Stay Interview Form

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| Employee Name |  |
| Date |  |
| Job Title |  |
| Supervisor/Interviewer |  |

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| What aspect(s) of our organization’s mission and goals excites you and why? |
| What do you look forward to when you come to work each day? |
| How do you like to be recognized and rewarded? |
| If you could change something about your job, what would that be? |
| What talents are not being used in your current role? |
| Have you thought about leaving for another job? If yes, what would make you want to stay? |
| What would you like to learn more about? |
| What kind of professional and career goals do you have? |
| What can you do to ensure a positive future for yourself in this organization? |
| What can I do as your supervisor to best support you? |

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| The following questions should be directed to employees who have been working in their role for less than 2 years: |
| What first drew you to taking on this role here? |
| Is there anything that was not as you expected after you started in your role? If so, what? |