

Stay Interview Template

This resource is part of the [State Flex Program Staff Sustainability Guide and Toolkit](#).

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

EMPLOYEE NAME	
DATE	
JOB TITLE	
SUPERVISOR/INTERVIEWER	

What aspect(s) of the Flex Program’s goals and priorities 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?

The following questions should be directed to employees who have been working in the Flex Program for less than 2 years:

What first drew you to working with the Flex Program?

Is there anything that was not as you expected after you started with the Flex Program? If so, what?

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