



## Stay Interview

### Purpose

The Stay Interview is an informal one-on-one meeting between a supervisor and an employee to identify the factors that drive an employee's retention and engagement. The purpose of the meeting is to discover more information about what an employee values about their job, and what can be improved to raise employee retention rates.

### Steps

1. Schedule the interview;
2. Tell the purpose of the meeting so an employee has some time to prepare their thoughts;
3. Share the questions;
4. Meet in a location where an employee will feel comfortable;
5. Listen carefully, and explore the employee's interests and career perspectives;
6. Be transparent. If you have limited ability to influence some factors such as salary, bonus etc, have an open conversation about other possibilities that may increase their job satisfaction, or discuss long-term career perspectives;
7. Once an employee has begun to settle into their job/new position, it is better to conduct the stay interview within the first couple of months. Since new hires are the most vulnerable to turnover, it helps to get ahead of any possible outcomes;
8. Do not include performance review and do not mention an employees' performance at all.

### Questions

1. What drives you at work?
2. What have you always been naturally good at?
3. Do you think that your talents, interests and skills are being fully utilized?
4. If you could change one thing about your position, your team, or how this department functions, what would it be?
5. Do you have any ideas that you have not had the opportunity to share?
6. Are there any constraints that are limiting your contributions?
7. In your position, do you feel that you are trusted and treated with respect? Do you feel comfortable working with all your team members?
8. Does your current role align with your future career goals?
9. What career opportunities do you see within our company that align well with your goals?
10. Do you see yourself at our company 2 years from now?