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| **Stay Interview Form (For the employee)** |

Date: Click or tap to enter a date.

Employee Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Start date: Click or tap to enter a date.

**Employee Questions**

|  |
| --- |
| 1. [*Add question about the employee from stay interview guide here]* |
| [*Response*] |
| 2. [*Add question about the employee from stay interview guide here*] |
| [*Response*] |
| 3. [*Add question about the employee from stay interview guide here*] |
| [*Response*] |

**Job Questions**

|  |
| --- |
| 1. [*Add question about the employee from stay interview guide here]* |
| [*Response*] |
| 2. [*Add question about the employee from stay interview guide here*] |
| [*Response*] |
| 3. [*Add question about the employee from stay interview guide here*] |
| [*Response*] |

**Culture Questions**

|  |
| --- |
| 1. [*Add question about the employee from stay interview guide here]* |
| [*Response*] |
| 2. [*Add question about the employee from stay interview guide here*] |
| [*Response*] |
| 3. [*Add question about the employee from stay interview guide here*] |
| [*Response*] |

**Work Environment Questions**

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| --- |
| 1. [*Add question about the employee from stay interview guide here]* |
| [*Response*] |
| 2. [*Add question about the employee from stay interview guide here*] |
| [*Response*] |
| 3. [*Add question about the employee from stay interview guide here*] |
| [*Response*] |

**Technology Questions**

|  |
| --- |
| 1. [*Add question about the employee from stay interview guide here]* |
| [*Response*] |
| 2. [*Add question about the employee from stay interview guide here*] |
| [*Response*] |
| 3. [*Add question about the employee from stay interview guide here*] |
| [*Response*] |

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| **Stay Interview Form (For the reviewer)** |

Date: Click or tap to enter a date.

Employee Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Start date: Click or tap to enter a date.

**Employee Questions**

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| --- |
| Summarize key takeaways from employee response |
| [*Space to summarize*] |
| Opportunities for action / improvement / maintenance |
| [*Space to note action plan*] |

Monitor situation  Situation critical  Consider opportunities for improvement

**Job Questions**

|  |
| --- |
| Summarize key takeaways from employee response |
| [*Space to summarize*] |
| Opportunities for action / improvement / maintenance |
| [*Space to note action plan*] |

Monitor situation  Situation critical  Consider opportunities for improvement

**Culture Questions**

|  |
| --- |
| Summarize key takeaways from employee response |
| [*Space to summarize*] |
| Opportunities for action / improvement / maintenance |
| [*Space to note action plan*] |

Monitor situation  Situation critical  Consider opportunities for improvement

**Work Environment Questions**

|  |
| --- |
| Summarize key takeaways from employee response |
| [*Space to summarize*] |
| Opportunities for action / improvement / maintenance |
| [*Space to note action plan*] |

Monitor situation  Situation critical  Consider opportunities for improvement

**Technology Questions**

|  |
| --- |
| Summarize key takeaways from employee response |
| [*Space to summarize*] |
| Opportunities for action / improvement / maintenance |
| [*Space to note action plan*] |

Monitor situation  Situation critical  Consider opportunities for improvement