

## Stay interview guide

A stay interview is an individual conversation with your employee aimed at understanding what makes them want to stay and what may cause them to leave. A stay interview's purpose is to:

- Improve employee retention.
- Collect valuable employee feedback.
- Bolster employee satisfaction and engagement.

They should be conducted with all team members in one-on-one meetings. Interview questions should be clearly related to exploring aspects of their role and the work environment that influence their decision to stay in addition to exploring opportunities for improvement.

Alternatively, employees can fill out the Employee Stay Interview form individually and submit to the employer to review using the Stay Interview Reviewer form.

The following list of sample questions are broken into five categories:

*Note: these questions are examples that can be adjusted based on individual needs.*

### About the employee

- What do you look forward to most when you come to work?
- Is there anything you dread about work?
- When was the last time you thought about leaving?
- What situation made you think of leaving?
- Would you recommend working here to job-seeking friends? Why or why not?
- What would tempt you to leave?

### About the job

- What is the best part of your job?
- What part of your job would you cut out if you could?
- What talents are you not using in your current role?
- What would make your job even more satisfying?
- Do you feel you're being tasked with clear goals and objectives?
- As your manager, what can I do more or less of?
- What do you think of the professional development opportunities available to you?

## Company culture

- Do you feel valued and recognized in the company?
- How would you like to be recognized for the work you do?
- What are we currently not doing that you feel we should?
- What kind of feedback about your performance or recognition would you like that you aren't currently receiving?
- What kinds of flexibility would be helpful to you in balancing your work and home life?

## Work environment

- Is there anything you would change or add to our office?
- Are you satisfied with our current work from home policy? If not, what do you think needs to change?

## Technology

- Do you have enough tools and resources to do your job properly? If not, what is missing?
- How satisfied are you with the tools you use to communicate with your colleagues? (Zoom, Teams, etc.)
- What software/tool should we stop using, and why?

Gathering feedback from your employees is an invaluable tool when making decisions about what processes are working and what should change. Ask the same questions at the next interview to assess any changes you have made based on feedback.

Insights gathered are only useful if acted on which requires an effort to reinforce what works, change what doesn't, and assess how your efforts are working out.