
Stay Interview Questionnaire

Stay interviews are conducted to help managers understand why employees stay and what might cause them to leave. In an effective stay interview, managers ask standard, structured questions in a casual and conversational manner. Most stay interviews take less than 10 minutes.

Opening the Interview

It is important to listen and gather ideas to retain employees. The interviewer should use several open-ended questions. It's from the employee about how you and your organization can retain him or her

To open the stay interview, a manager may use the following (or similar) statements:

- I would like to talk with you about the reasons you stay with [Company Name] so I understand what I might be able to do to make this a great place to work for you.
- I'd like to have an informal talk with you to find out how the job is going so we can do our best to support you.

Questions

The following are suggested questions you may ask during a stay interview.



Stay Interview Questionnaire

NAME			
JOB TITLE			
LOCATION			
1.	What do you look forward to every day when you come to work?		
2.	What do you like most about working here?		
3.	Would you recommend this company to others as a place to work?	Yes	No
Why?			
4.	If you could change something about your job for the better, what would it be?		



5.	What would make your job more satisfying?
6.	How would you like to be recognized?
7.	What talents could be used more effectively in your current role?
8.	What would you like to learn here?

9.	What motivates you?
10.	What can management do to support you?
11.	
12.	

Closing the Interview

To close the stay interview, summarize the key reasons the employee gave for staying or potentially leaving the organization, then work with the employee to develop a stay plan. Be sure to end on a positive note.

Examples of closing statements include:

- Let me summarize what I heard you say about the reasons you stay at [Company Name] as well as reasons you might leave. Then, let's develop a plan to make this a great place for you to work.
- I appreciate you sharing your thoughts with me today. I am committed to doing what I can to make this a great place for you to work.