
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 like to learn here? |
| | |

These materials have been prepared solely for informational purposes and are intended for the use of professional personnel, competent to evaluate the significance and limitations of its content, and who will accept full responsibility for the application of the concepts they contain. The National Ready Mixed Concrete Association and any other organizations or individuals involved in the preparation or presentation of this material strive for accuracy but disclaim any and all responsibility for application of the stated principles or for the accuracy of the content and shall not be liable for any loss or damage arising from reliance on or use of any content or principles contained in these materials and/or their presentation.



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

These materials have been prepared solely for informational purposes and are intended for the use of professional personnel, competent to evaluate the significance and limitations of its content, and who will accept full responsibility for the application of the concepts they contain. The National Ready Mixed Concrete Association and any other organizations or individuals involved in the preparation or presentation of this material strive for accuracy but disclaim any and all responsibility for application of the stated principles or for the accuracy of the content and shall not be liable for any loss or damage arising from reliance on or use of any content or principles contained in these materials and/or their presentation.

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.