

Stay Interview

Questionnaire

Employee:	Date of Interview

Opening

“Thank you for meeting with me. I wanted to spend a few minutes talking with you about your experience at our company so I can get a better idea of what I can do to make your job more satisfying and productive. I’d like to ask that you be as frank and open as possible.”

Questionnaire

1. What satisfies you the most about your job and our company?

2. What do you like least about working here?

3. If you had the ability, what would you change about your work, your role, and your responsibilities?

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4. How do you like to be recognized for a job well-done (e.g., publicly to the team, quietly alone, in writing, etc.)?

5. Which of your talents do you feel are not being used in your job to their full capacity?

6. What direction would you like to go in our company?

7. What would you like to learn to do better?

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8. What would tempt you to leave our company?

9. What would be your dream job?

10. What do you think our company could do to function better?

11. What job opportunities would you like to have that go beyond your current role?

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12. What actions could we as a company take to improve your work-life balance?

13. What actions could I take as your manager to support you better?

Closing

“I appreciate you sharing your thoughts with me today. I’m committed to doing what I can to improve your experience with our company. Let me summarize what I heard you say about the reasons you stay here as well as reasons you might leave. Then, let’s develop a plan to make this a great place for you to work.”

Summary Points:

✓

✓

✓

✓

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Goals and Plan of Action
