



STAY INTERVIEW GUIDE

Step-by-Step Process & Conversation Starters





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Instead of relying on exit interviews when people have already decided to leave, stay interviews allow a candid conversation about a person's current reality and perspectives about the company.

The Benefits of Stay Interviews

1. Gather REAL data about why people stay and go
2. Build trust and get to know team members

The Best Time for Stay Interviews

1. Not with annual reviews
2. Start at 30/60/90 days
3. Consider a monthly/quarterly rotation to talk with everyone

Opening the Stay Interview

1. Express interest in learning why the employee stays with the company so you can continue to make it a great place to work.
2. Let them know it is a quick, casual discussion to see how things are going and how you can better support them.

Closing the Stay Interview

1. Summarize key reasons given for staying or potentially leaving. Develop a stay plan, if needed.
2. End showing commitment to doing what's in your control to create a better place to work for that employee and others.

Implementing the Stay Interview

1. Start with informal 5-minute conversations with employees
2. Build your own 90-day implementation plan
3. Who should conduct the stay interviews?
4. Which employees will you start with?
5. How often will you conduct the stay interviews?
6. What will you do with the information collected?



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Conversation Starters

1. What do you look forward to when you come to work each day?
2. Tell me about a great day you had at work recently.
3. Tell me about a frustrating day you had recently.
4. If you could change one thing about your job, what would that be?
5. Do you feel you get proper recognition for your work?
6. How do you like to be recognized?
7. How can we ensure you're treated with trust and respect in your role?
8. How could we better keep you in the loop about company updates?
9. Is there anything new you would like to learn this year?
10. Are there any resources I can provide to better support you?
11. What talents are not being used in your current role?
12. What keeps you working here?

New-Hire Stay Interview Check List

Keep track of stay interviews with your new hires at the 30, 60, and 90 day marks.

Name	30 Days	60 Days	90 Days
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____