

# Stay Interview Notes

Share with employee: The purpose of a stay interview is to improve employee engagement and retention. We value you as our employee. The information shared in this stay interview will be used for the purpose of professional development and increasing your job satisfaction.

Employee name \_\_\_\_\_

Position \_\_\_\_\_

Years of service \_\_\_\_\_

Date \_\_\_\_\_

1. What do you look forward to at work each day?

---

---

---

2. What accomplishments from the past year are you most proud of? Why?

---

---

---

3. What would make your job more satisfying?

---

---

---

4. What talents, interests, or skills do you have that are not being utilized in your job?

---

---

---

5. If you could change anything about your job, what would it be? Why?

---

---

---

6. How can I demonstrate support for you in your current role and as you prepare for any future role?

---

---

---

7. What might tempt you to leave?

---

---

---

8. What opportunities for self-improvement would be of interest to you? How will this help in your career progression, growth, or goal attainment?

---

---

---

9. How do you like to be recognized? What do you like to be recognized for?

---

---

---

10. What ideas do you have to improve our work environment and culture?

---

---

---

Supervisor action steps:

---

---

---

---

---

---

---

---

---

---