**Stay Interview Questions**

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 half an hour.

**Opening the Interview**
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 I can do my best to support you as your manager, particularly with issues within my control.

**Questions**

The following are questions you may ask during a stay interview. You should have several open-ended questions on hand. It’s important to listen and gather ideas from the employee about how you and your organization can retain him or her.

* What do you look forward to when you come to work each day?
* What do you like most or least about working here?
* What keeps you working here?
* If you could change something about your job, what would that be?
* What would make your job more satisfying?
* How do you like to be recognized?
* What talents are not being used in your current role?
* What would you like to learn here?
* What motivates (or demotivates) you?
* What can I do to best support you?
* What can I do more of or less of as your manager?
* What might tempt you to leave?

**Closing the Interview**

To close the stay interview, summarize the key reasons the employee gave for staying or potentially leaving the organization, and 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.