

Stay Interview Template

Name:

Supervisor:

Date:

ISEEC Framework

- **Introduce** - Introduce the topic
- **Stay** - Identify the reasons they "stay."
- **Engaged** - Identify what increases trust and engagement
- **Exit** - Identify exit triggers
- **Conclude** - Summarize action steps, accountable party and follow-up date

Introduce

- Find a slower time to be focused
- Communicate the intent of the meeting
- What keeps you here
- How we can keep you here
- Opportunities to grow

Stay

1. What are the things that keep you engaged and loving what you do here? Maybe it's things like the organization, the people, the clients, the mission. What has kept you here as long as you have?

2. Do you feel that the work you do is making an impact and makes our organization better? Do your coworkers see and understand the impact of your work?

3. Are you doing the best work in your life right now? What is making that true?

4. Do you feel that you are being used thoroughly in your role? Is there anything you can contribute that we are missing out on?

5. Help me understand your career goals? What would you like to be doing in two years?

Engaged

1. Tell me about any recent times that someone recognized you or your work, and it motivated you. You know, those times when you walk away and say, "I know I'm in the right place." Are there any ways we could better recognize you in the future?

2. If you were managing yourself, what would you do differently to manage yourself in your current role. What could I do that would increase your engagement and joy in your position?

3. Do your colleagues listen to and value your input? Do you feel that executive leadership listens to and acknowledges your input? What contributes to that feeling?

4. You have a good idea about how you are wired and the things you enjoy doing and do well. If you could create an ideal job make specially for you, what would it look like?

Exit

1. If you ever considered leaving the organization, what things would cause you to consider leaving?

2. Are there times in the past year that you found yourself frustrated here? If so, what elements caused the frustration? What helped remove the frustration from lingering, or is it still frustration today?

3. When colleagues have left our organization, did you find yourself agreeing with some of their reasons for moving on? What were those reasons you agreed with? How can we change that?

Conclude

- Summarize action steps. What will be done by whom by when?
- Is there anything else on your mind we haven't addressed already?
- Thank them for their candor and their continued commitment to your mission

Action Step	By Whom	By When