



University of Colorado Boulder



Human Resources

UNIVERSITY OF COLORADO BOULDER

Originally created by Merna Jacobsen, Ph.D. Human Resources University of Colorado Boulder

Designed and modified by Alyssa Willet, M.Ed. Human Resources University of Colorado Boulder

## JOB AID: Stay Interview Questions

5 Stay Interviews Questions by Richard P. Finnegan

1. What do you look forward to each day before you begin work?
  1. Give me an example.
  2. Tell me more about...
  3. Who do you look forward to working with the most?
  
2. What are you learning here, and what do you want to learn?
  1. Which other jobs here look attractive to you?
  2. What skills do you think are required for those jobs?
  3. What skills would you have to build to attain those jobs or some responsibilities for those jobs?
  
3. Why do you stay here?
  1. Tell me more about why that is so important to you.
  2. Is that the only reason you stay or are there others?
  3. If you narrowed your reasons to stay to just one, what would it be?
  
4. When is the last time you thought about leaving us, and what prompted it?
  1. Tell me more about how that happened.
  2. What's the single best thing I can do to make that better for you?
  3. How important is that to you now on a scale of 1-10?
  
5. What can I do to make your job better for you?
  1. Do I tell you when you do something well?
  2. Do I say and do things to help you do your job better?
  3. What are three ways I can be a better manager for you?



Which question, if you were to ask it of an employee, would provide you with insight you do not already have?

Have you ever asked these questions of your employees?

Have you ever been asked these questions by your current supervisor?

JOB AID: Stay Interview Questions

Continued

Additional Questions

# Conducting the Stay Interview



## Conducting the Stay Interview



### Opening

“I would like to talk with you about the reasons you stay with our organization 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 with issues that are under my control.”

### During

1. Prepare several open-ended questions.
- 2.

# JOB AID: Stay Interview Template

Name:

Date:

Questions to Ask: \*Prepare questions ahead of the interview.

Notes: \*Take notes on what the employee shares.

Follow up questions to ask the employee:

Employee needs/ asks/ requests:

How do I need to follow up as a supervisor ? (Who, does what, by when and how will you both follow up)?



JOB AID





