

RETENTION & LEADERSHIP TOOLKIT: STAY INTERVIEW GUIDE

EMPLOYEE OVERVIEW

Employee Name: _____

Tenure: _____

Department _____

Supervisor: _____

Role: _____

CORE STAY INTERVIEW QUESTIONS

What keeps you working here? _____

What parts of your job feel most frustrating or inconsistent? _____

If you could change one thing about your day-to-day work, what would it be? _____

What makes a "great day" here for you? _____

Have you thought about leaving in the past 6 months? If so, what triggered that? _____

RETENTION RISK SIGNALS

Check all that apply

- Low engagement / minimal participation
- Frequent schedule or attendance concerns
- Frustration with supervisor communication
- Feels underutilized or unchallenged
- Compensation concerns mentioned indirectly
- Lack of development opportunities

ENGAGEMENT PULSE SCORE

How likely is this employee to stay here in the next 6-12 months? 1 2 3 4 5

NOTES

