

# TALENT RETENTION TOOLKIT

## STAY INTERVIEW

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### What is a Stay Interview?

While most leaders are familiar with an Exit Interview, a Stay Interview is preferable because it gives leaders a chance to meet with current employees on why they chose and/or continue to work for Fairview. It is an opportunity to learn more about the employee, their desired development opportunities, understand what the leader and organization can improve and for the leader to assess the employee's satisfaction, engagement and encourage employee retention.

### Tips and Techniques

- Determine key milestone dates to conduct the interview, such as employee's anniversary date.
- Prior to scheduling the interview notify the employee that you are intending to conduct a Stay Interview to encourage their development and retention in the organization.
- Schedule time to meet with the employee.
- Send the questions to the employee so they may prepare.
- Request employee think about suggestions or ideas they have to improve the workplace.
- Conduct Stay Interview in person or by phone if necessary.
- The tone of this conversation is to be casual and informal.
- Start interview with easy questions – break the ice.
- Actively listen! Jotting down notes is OK, but the focus should be on the conversation.
- Be sure to thank them afterward for their time and input.
- If workplace changes are made as a result of employee's feedback during the interview – inform them!

### Optional questions to ask for a Stay Interview:

- What makes for a great day at work?
- If you changed your role completely, what would you miss the most? What would you be most happy to be rid of?
- Are we fully using your talents?
- What are you passionate about?
- Who or which areas can I introduce you to?
- Do you feel we recognize you? What kind of recognition is most meaningful to you?