

Directions: Use this tool to conduct a stay interview with a staff member. At the conclusion of the interview, identify the most important areas for action. Collaborate with a staff member, and others as necessary, to develop an action plan for retention.

Date of interview:		
Name of interviewer:		Name of staff:
Question 1 – What do you look forward to when you come to work every day?		
Question 2 – What difference do you want to make here?		
Question 3 – What talents, skills, or interests do you have that we haven’t made the most of?		
Question 4 – What feedback or recognition would you like that hasn’t been provided?		
Question 5 – What flexibility or resources would help you maintain a balance between work and home life?		
Question 6 – What keeps you working here?		
Issues/priority areas for retention:		
What action will be taken?	Who is responsible for the action?	When will the action be taken?
Follow up:		