

Employee Stay-Interview Worksheet

Purpose – to provide managers a tool to check in with employees to gauge their level of satisfaction and engagement in their role. To proactively address any concerns that might lead to premature turnover.

Instructions – this should not be used as a formal exercise but as a casual opportunity for a manager to meet with an employee one to one to check in.

The template is not a document to be populated like a form. Rather, it is a guide to help managers direct the conversation to allow employees to open up and share how they're feeling about their current experience and outlook.

Suggested points to open the conversation:

- It's important to keep the pulse of our key employees
- I'd like to talk about your current experience and how you're feeling about work
- This is not a formal review or performance discussion; it's a friendly check-in of sorts
- This is a two-way conversation, so feel free to ask questions and make suggestions as well

Suggested questions to incorporate into the conversation:

- What do you look forward to when you come to work each day?
- What do you like most or least about working here?
- What keeps you working here?
- If you could change something about your job, what would that be?
- What would make your job more satisfying?
- How do you like to be recognized?
- What talents are not being used in your current role?
- What motivates or demotivates you?
- What can I do to best support you?
- Do you feel you're able to do your very best work every day?

Suggested points to close the conversation:

- Summarize key reasons why the employee stays or is potentially leaving
- If opportunities exist to develop or promote the employee, suggest another meeting to develop an action plan for both manager and employee to use to establish goals
- If opportunities exist to help the manager manage the employee better, review those items and agree, together, to commit to improving the relationship.
- Close with a thank you for sharing your thoughts and appreciation of your time and input.