



## Current Employee “Stay Interview”

Want to know if your employees are going to stick around—or when they’re able to handle a promotion? Then ask—whether it’s during a job interview, performance review, a professional development review, or even a staff meeting. You’re no doubt familiar with “exit interviews” conducted when people are leaving positions. We call this version a “Stay interview”—which you conduct before people even consider leaving, to help you learn what you can do to avoid having to conduct an exit interview.

**This form can help. Print it out, and then add your notes after you’ve asked the questions!**

**What interests you the most?** (This question encourages employees to think about their core interests. You can then talk together about how well their current role lets them express their core interests.) Giving employees a framework to use may help—see the eight core interests reviewed in the **Managing Your Career** topic.

**What motivates you?** (This question gets at work reward values. For an increasing number of employees, factors other than a big paycheck are important—especially in economic boom times, when a healthy pay stub is readily available. Note: *Don’t* assume that your employees value the same work rewards that *you* do.) Again, it may help to give employees a framework to use—see the sections on assessing values in the **Managing Your Career** topic.

**Example:** *If you learn that an employee puts family life first, offering flex-time may earn his loyalty. Another employee may crave a sabbatical to do volunteer work in her community.*

**What do you do best?** (This question helps employees assess their skills. You can then talk together about how well their current roles match their skills or provide opportunities for them to “stretch.” Then you can define any necessary skill-development efforts.)

**What are your short-term goals?** (During an interview, see how these objectives fit with a current job opening. Over time, keep an eye on how they change—so you can help the employee keep improving. By monitoring changes in goals, you can sense what kind of employee you’ve got: driven, steadfast, creative, and so forth)

**What are your long-term goals?** (If the answer requires skills your employees don’t have, suggest appropriate training or “stretch” opportunities.)

**How do your short-term goals fit your long-term goals?** (The first time you ask this one, the employee may not have an answer. But the question prompts people to start *thinking* about how to get from point A to point B—which is good for their careers and useful in their current responsibilities.)

**What do you need from me? How can I—or the company—help?** (Asking this question is a powerful move. It shows employees that you’re interested in their future and their personal development, and it gives you the information you need to manage them well.)