**STAY INTERVIEW FACT SHEET FOR EMPLOYEES**

**What is a Stay Interview?**

A Stay Interview is a one-on-one discussion with your direct supervisor about your level of job satisfaction and commitment to stay as a member of your work team.

**What is the purpose of a Stay Interview?**

Your supervisor appreciates you and values the work you do. He/she wants to ensure that you are satisfied with your job so that you are encouraged to stay with your work team.

**What happens during a Stay Interview?**

Your supervisor will ask questions about your reasons for staying with your work team and the work-related factors that may cause you to consider leaving. Your supervisor will take notes so he/she can review what you discuss to determine how he/she can help maintain or increase your job satisfaction.

**How should you prepare for a Stay Interview?**

Ask yourself the following questions to help prepare:

* What do I appreciate most about my current position? What do I like least?
* On a day-to-day basis, does my current position meet my needs?
* On a broader scale, does my position meet my needs for achieving my career aspirations?
* What challenges or concerns do I have with my…

workload (e.g., level of autonomy and challenge)?

development (e.g., career planning and training opportunities)?

work environment (e.g., workspace location and well-being)?

access to information (e.g., feedback and recognition preferences)?

access to necessary resources (e.g., tools and equipment)?

work relationships (e.g., interactions with your supervisor and co-workers)?

* How can my supervisor help address those challenges and concerns?
* What, if anything, would have to change about my position to keep me satisfied?

**What will happen after the Stay Interview?**

After meeting with you, your supervisor will evaluate and determine what changes he/she can make to help address the issues you discussed. Keep in mind that your supervisor may not be able to create your perfectly ideal job as a result of knowing about those issues, but he/she will make a sincere effort to maintain or increase your job satisfaction.

**Will the information you share be recorded in your personnel file or performance evaluations?**

Unless you bring up any information related to workplace violations or behave unprofessionally, the Stay Interview is an independent process.

**How long does the interview last?**

The Stay Interview lasts approximately 30 minutes.

Note: Participation in the Stay Interview process is voluntary. You can decline the invitation for a Stay Interview and opt to participate in the future.

**SAMPLE STAY PLAN**

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| --- | --- | --- |
| Robert Ross |  | Jane Morales |
| **Employee Name** | **Supervisor Name** |

|  |  |  |
| --- | --- | --- |
| Administrative Analyst |  | Research Unit |
| **Employee Job Title** | **Unit/Work Team** |

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| --- | --- | --- | --- | --- |
| March 16, 2015 |  | March 26, 2015 |  | **Did the employee agree to notify the supervisor of changes to his/her intent to stay or leave?**  **YES**  **NO** |
| **Date of Stay Interview** |  | **Date of Follow-Up Meeting** |

|  |  |  |
| --- | --- | --- |
| **STAY FACTOR(S) DISCUSSED** (summary bullets) |  | **CONCERN(S) DISCUSSED** (summary bullets) |
| 1. Flexibility 2. Influence over work product 3. Short commute 4. Friendships established with two of his co-workers | 1. Leaving work late because of team meetings scheduled for 4:00pm and later 2. Co-workers do not provide proper support 3. Doing too much clerical instead of analytical work 4. Not being challenged enough |

|  |  |
| --- | --- |
| **RESPONSES TO EMPLOYEE REQUEST(S)** | |
| 1. **Request: Do not schedule meetings to start after 3:00pm** | **Addresses: Concern #1** |
| I cannot approve Robert’s request to not schedule meetings after 3:00pm because the nature of our work is such that most team members are often off-site until late afternoon. I will continue to schedule team meetings to occur when most team members are in the office. However, beginning immediately, I will ensure that team meetings conclude by 5:00pm (e.g., stick to the agenda, constrain long-winded commentaries). | |
| 1. **Request: Advise the team on how to properly give feedback** | **Addresses: Concern #2** |
| I have contacted the Employee Development Division about training the team on giving feedback. The Learning Management System has a module on this topic, and I will require all team members to complete it by April 30, 2015. I will also monitor feedback given between team members for a short period thereafter to check for improvements. | |
| 1. **Request: Hire clerical support for the team** | **Addresses: Concern #3** |
| Our team does not have a budgeted vacancy for a clerical position. However, I will speak with the division manager about whether and how the team can obtain greater assistance with clerical tasks from the division secretaries and support staff. | |

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| --- | --- |
| **OTHER RESPONSES** | |
| 1. I will gradually assign Robert work from other functional areas of our unit. As we discussed, Robert sees learning something new as a welcomed challenge. This action is contingent on Robert continuing to complete his current work with the same high standards. | **Addresses: Concern #4** |
| 1. I will continue to support the stay factors Robert discussed. | **Addresses: N/A** |

**AGREEMENT** – This Plan is intended to enhance the employee’s job satisfaction, engagement, and commitment. Both supervisor and employee are responsible for fulfilling their roles to achieve these goals.