**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, values the work you do, and 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/they can review what you discuss to determine how he/she/they 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/they 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/they 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** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| March 16, 20XX |  | March 26, 20XX |  | **Did the employee agree to notify the supervisor of changes to the intent to stay or leave?** **[x]  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
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| **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, 20XX. 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.