**Breathing Space HR – Stay Interview Questions**

**What is a Stay Interview?**

A stay interview is not a one-on-one conversation where you attempt to convince a departing employee to stay. Rather, a stay interview is an in-person meeting with a long-term, high-performing employee in which you attempt to uncover the parts of their role and your company that keep them coming back every day. Moreover, a stay interview serves to uncover what might make a great employee move on and establishes trust between managers and their direct reports.

“A stay interview gives you the chance to avoid recurring problems whereas exit interviews offer the opportunity to learn from your mistakes.”

The stay interview questions are divided into 5 bite-sized categories about:

* The employee
* The job
* The company culture
* The work environment
* The technology

**Helpful Hints and Tips When Carrying Out the Interview**

* Below are some suggested questions but you may have some of your own which you might find useful
* Try to keep this process as informal as possible and try to keep it as a conversation rather than a formal interview, you will then hopefully get more valuable information from the employee
* If the employee answers some of the questions negatively don’t challenge, this is about being open and honest and is the employee’s opinion (which is valuable information)

**Employee Questions**

* What attracted you to work here?
* What keeps you working here?
* What do you look forward to every day at work?
* Is there anything you don’t look forward to while at work?
* When was the last time you thought about leaving the company?
* What would tempt you to leave the company?

**Job Questions**

* Are we making the most of your skills?
* Do you feel you’re getting clear goals and objectives?
* What is the best part of your role?
* What if anything, do you dislike about your role
* What would make you happier at work?
* How could we support you better?

**Culture Questions**

* How would you describe the culture at work?
* How do you like to be recognised or rewarded?
* Do you feel you have a good work/life balance?
* What are we currently not doing as a company that you feel we should?
* Do you feel like you are listened to?
* Do you feel like there is an open and honest culture within the organisation?
* Who would you talk to if you had a problem?

**Work Environment Questions**

* What do you feel we should change/add to our offices to improve it?

**Technology Questions**

* Do you have enough tools and resources to do your job properly? If not, what is missing?
* What software/tool should we start/stop using right away?