



STAY INTERVIEW TEMPLATE

A GUIDE FOR HR PROFESSIONALS AND PEOPLE
MANAGERS



INTRODUCTION

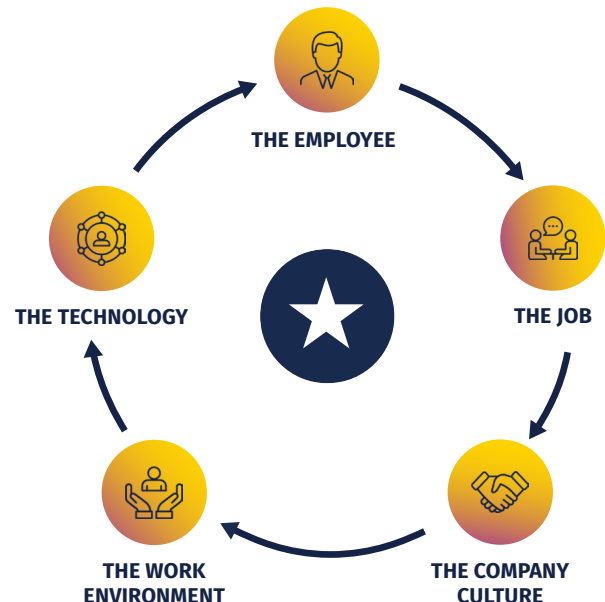
At Corvus People, we are advocates for cultivating positive and engaging work environments that attract and retain top talent.

We recognise the significance of fostering a workplace conducive to growth and, as part of our commitment to supporting businesses in their pursuit of exceptional employee engagement, we have created this Stay Interview template designed to facilitate these efforts within your teams.

A Stay Interview serves as a potent instrument that enables proactive engagement with your employees, allowing you to glean invaluable insights into their experiences and foster a culture of open communication. By conducting these interviews, you demonstrate a resolute dedication to your employees' professional development, well-being, and overall job satisfaction.

Our Stay Interview template serves as a guiding framework for structured conversations with your employees. It aims to assist you in comprehending their motivations, identifying potential concerns or areas for improvement, and exploring opportunities for their growth within your organisation.

Key areas to consider during a Stay Interview encompass the employee, the job, the company culture, the work environment, and the technology.



In this template, we have concentrated on the employee experience as it forms a solid foundation for your Stay Interviews, providing insights into the primary motivators that influence the retention or attrition of your existing teams. If you would like more information on the other focus areas, please get in touch.



HOW CORVUS PEOPLE CAN ASSIST YOUR BUSINESS

We understand the intricacies involved in optimising employee engagement and retention. With our expertise in this domain, we can provide tailored solutions to support your organisation in achieving its goals. This includes:

Stay Interview training

Equip your managers with the essential skills to conduct impactful Stay Interviews through our specialised training programs. Our expert trainers will ensure that your managers are well-versed in the best practices, enabling them to foster meaningful conversations with your employees.

Stay Interview facilitation

We offer professional facilitation services to guide and facilitate Stay Interviews within your organisation. Our experienced facilitators will help create a safe and productive environment for open and honest dialogue, ensuring that valuable insights are gathered effectively.

Stay Interview consulting

Our seasoned consultants can provide in-depth analysis and strategic recommendations based on the feedback gathered during Stay Interviews. We offer actionable insights to address organisational issues and enhance employee engagement and retention.



ABOUT STAY INTERVIEWS

What are Stay Interviews?

Stay Interviews involve sitting down with an employee to gather information about their job satisfaction and identify areas for improvement. These interviews are designed to determine why employees choose to remain with the company and if there are any concerns or challenges that need to be addressed.

Why conduct Stay Interviews?

Building trust and strengthening relationships

The Stay Interview establishes a secure space for honest dialogue, fostering trust and fortifying working relationships between you and your employees.

Identifying engagement drivers

Gain a profound understanding of the factors that motivate and engage your employees, allowing you to tailor strategies and initiatives more effectively to meet their individual needs.

Addressing concerns and challenges

Actively listen to your employees' concerns and challenges, working collaboratively to find solutions that enhance their overall job satisfaction.

Promoting career development

Discover your employees' professional aspirations and explore potential growth opportunities within your organisation, reinforcing their sense of purpose and commitment.

Embracing a proactive approach to retention

Unlike Exit Interviews, which shed light on why someone is leaving your business, Stay Interviews provide you with the opportunity to proactively

implement measures that encourage employees to stay, thereby improving retention and ensuring that your recruitment efforts are aligned with growth objectives.

When should Stay Interviews be conducted?

Stay Interviews should ideally be conducted within the first year of a new employee's tenure. This early engagement helps address any potential issues before they escalate and drive the employee away. Additionally, conducting annual Stay Interviews allows for the identification and resolution of emerging concerns, motivations, and trends. Stay Interviews should also be initiated whenever employees exhibit prolonged disengagement.

Who should be involved?

When considering the interviewees, ensuring diversity and representation within your sample group is crucial to obtaining well-rounded insights.

As for the interviewers, managers are often the best choice as they usually have a stronger rapport and a more trusting relationship with their team members than HR personnel. However, it may be necessary to provide managers with brief training on conducting Stay Interviews.

Furthermore, considering existing relationships between teams and their managers is advisable when making these decisions. Alternatively, bringing in an external HR consultant can alleviate the pressure on internal HR teams and ensure a thorough fact-finding process, analysis, and action plan.



How to conduct Stay Interviews

To conduct effective Stay Interviews, consider the following best practices:

Clearly explain the purpose of the interview

Emphasise that the intention is to gather feedback and insights to improve employee engagement and retention.

Assure confidentiality

Highlight that the information shared during the Stay Interview will be treated confidentially, encouraging open and honest communication.

Review the employee's background and performance

Familiarise yourself with the employee's work history, achievements, and areas for development to inform the conversation.

Create a comfortable environment

Select a quiet and private space where the employee feels at ease sharing their thoughts openly.

Practice active listening

Give the employee your undivided attention, actively listen to their responses, maintain eye contact, and employ non-verbal cues to demonstrate attentiveness.

Probe deeper

Encourage your employees to expand on their responses by asking follow-up questions. This helps uncover underlying concerns or opportunities for improvement.

Use open-ended questions

Pose questions that require more than a simple "yes" or "no" answers, encouraging employees to share their thoughts, feelings, and ideas in detail.

Embed Stay Interviews into your working culture

Regularly conduct Stay Interviews to maintain a strong understanding of the pulse within the organisation.



TAKING ACTION ON FEEDBACK

Taking action based on the feedback garnered during Stay Interviews is crucial to sustaining employee engagement and retention.

While Stay Interviews allow employees to feel heard, it is equally important to acknowledge and act upon their comments to build trust and prevent disruptions within your teams. How you handle the feedback is just as vital as gathering the data itself and can determine the success of the exercise. The following steps should be considered:

Summarise and document the feedback

Make note of the employee's responses, highlighting any specific issues or suggestions raised.

Analyse trends and patterns

Identify common themes across different Stay Interviews to pinpoint broader organisational issues that require attention.

Develop action plans

Utilise the feedback to create actionable plans that address concerns and enhance employee engagement. Communicate these plans to the employee, demonstrating that their input has been valued and will lead to positive change.

Regularly review progress

Follow up with the employee on any actions taken based on their feedback. This demonstrates that their input is taken seriously and reinforces a culture of open communication.



STAY INTERVIEW TEMPLATE

To assist you in conducting effective Stay Interviews, we have provided a sample template that covers key areas of discussion.

By utilising this template as a foundation, you can engage in meaningful conversations that will uncover valuable insights about your employees' experiences, motivations, and aspirations, thereby enabling you to foster a work environment that cultivates growth and drives success.

WHAT INITIALLY ATTRACTED YOU TO THIS ROLE, AND DOES THAT ATTRACTION REMAIN TRUE?

NOTES:

WHAT FACTORS CONTRIBUTE TO YOUR CONTINUED COMMITMENT TO THIS ORGANISATION, AND HAVE YOU EVER CONTEMPLATED LEAVING?

NOTES:

HOW DO YOU PREFER TO BE RECOGNISED OR REWARDED FOR YOUR CONTRIBUTIONS?

NOTES:

IN WHAT WAYS CAN WE OFFER BETTER SUPPORT TO FACILITATE YOUR SUCCESS?

NOTES:

WHAT MOTIVATES YOU IN YOUR WORK?

NOTES:

ARE WE FULLY UTILISING YOUR SKILLS AND ABILITIES?

NOTES:

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GET IN TOUCH TODAY

We hope this you have found this resource useful. For more information on Corvus People, or for a consultation with one of our advisors, please contact us at hello@corvuspeople.com.



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