



Stay Interview Checklist

Prepare for Stay Interviews

- ☐ Let employees know in a team meeting you will be conducting Stay Interviews
- ☐ Schedule your individual employee meetings
- ☐ Provide employees with some questions you will be asking them
- ☐ Let your leader and HR know that you are conducting these interviews

Prepare your materials

- ☐ Complete “What is important to employees” form that is provided
- ☐ Know what resources are available in your company e.g. tuition reimbursement
- ☐ Create a comfortable environment for the interviews

Conducting the Interviews

- ☐ Remind the employee of the purpose of the interview
- ☐ Be fully present with no distractions
- ☐ Take notes as needed and listen carefully
- ☐ Paraphrase and ask questions to clarify any issues or ideas
- ☐ Let employee know you are going get back with them on any issues
- ☐ Ensure clarity as to next steps regarding co-creating a Stay Plan
- ☐ Finalize co-created Stay Plan with employee as needed with actions and timelines

Once Stay Plans have been created

- ☐ Discuss levels of engagement with colleagues and your leader
- ☐ Share insights with your leader about individual employees
- ☐ Determine when you will conduct the next set of interviews
- ☐ Engage your HR department if needed
- ☐ Ensure all actions outlined are completed
- ☐ If something can't be done, let your employee know
- ☐ Pat yourself on the back for being an engaged and caring leader