

STAY INTERVIEW PREPARATION

Employee Name	Yes or No	*What is Important to Employees	**What Leader Thinks	Level of Employee's Engagement from 1-5 (5 = High)	Date for follow up with employee
		Work-Life balance			
		Pay			
		Training opportunities			
		Technology			
		Equipment			
		Innovation			
		Flexibility			
		Career opportunities			
		Training			
		Recognition			
		Job Security			
		Benefits			
		Health and Wellness			

*These are items you have heard employees say before either through surveys or past conversations.

**These are topics you, as their leader may want to introduce to an employee if they don't bring them up. It can be a job skill you have observed that they can expand or opportunities for them to mentor others or gain more experience.