

STAY PLAN TEMPLATE

A Stay Interview is a powerful tool for engage employees, understanding their needs, and identifying potential areas of improvement that can enhance retention. Here is a plan for conducting a Stay Interview, including a sample email to send to employees, a list of questions, and a follow-up action plan.

How To Get Started

- **Objective Setting:** Use the email templates in this document to define the purpose of the Stay Interview in your email to the employee.
- **Scheduling:** Schedule the interview in advance,30/60/90-day/6months intervals, ensuring the employee has adequate time to prepare. Keep the setting informal and private to encourage open and honest communication. **Make sure to have the employee's Job Description (JD) and provide a copy in advance of the meeting to the employee.**
- **Confidentiality Assurance:** Reassure the employee that their responses will be confidential and used constructively to improve their work experience.

Interview Schedule

WHEN	TIME/LOCATION	Date of Employee Notification
Within 7 days of employee's 30-day hire	Supervisor's Office	3-day advance notice
Within 7 days of employee's 60-day hire	Supervisor's Office	3-day advance notice
Within 7 days of employee's 90-day hire	Coffee Lunch with President/Manager TBD	3-day advance notice
Within 7 days of employee's 6-month hire	Supervisor's Office	3-day advance notice

Email Template 30-Day Stay Interview

Greetings _____:

Congratulations on marking 30 days with _____, we are happy you are with our team! I'd like to meet with you to learn more about you, your work experience and how I can better assist you as a supervisor. This meeting is to gauge your employee satisfaction and learn about anything things you initially love about the job, and anything that you find challenging that I can better assist you with.

Please schedule a 30-minute block of time with me in the next three days so we can chat. Attached is your Job Description to review in advance of our meeting.

30-Day Stay Questions

Opening

- What aspects of your job inspire enthusiasm for coming to work each day?

Skills/Talent Utilization

- Which aspects of your role do you find most challenging, and which do you find least challenging?

Professional/Career Development

- Are there any new skills or knowledge areas you would like to pursue this year?

Environment

- Do you feel respected by your coworkers in the workplace? How do they show they care?

Leadership

- How can I, as your manager, best support your success?

Work/Life Balance

- What forms of flexibility would enhance your ability to balance work and personal life?

Recognition

- How do you prefer to be recognized for your contributions? What types of recognition and rewards motivate you?

Resources and Accessibility

- Are you aware of the appropriate points of contact to approach for assistance with challenges that arise outside of our team or branch?

Closing - Is there anything else that is important to you that we have not discussed during this meeting?

Email Template 60-day Stay Interview

Greetings _____:

Congratulations, this marks 60 days of employment at _____. I would like to meet with you to understand your career aspirations and how we can work together to help you reach your goals. We want to see you grow at _____ and our conversation will help me understand how I can play a role in your professional development at _____.

Please schedule a 30-minute block of time in the next three days to meet. I'm looking forward to our discussion! Please review your Job Description in advance of our meeting.

60-Day Stay Questions

Opening

- What makes for a great day at work?
- What is one thing that would make your job more satisfying and rewarding?

Skills/Talent Utilization

- What are your talents, interests, or skills that are not being used in your current role?

Professional/Career Development

- Do you know what career opportunities you'd like to pursue with our organization? Can you see yourself accomplishing them here?

Environment

- What type of feedback would you like to receive about your performance that you are not receiving now? From me? From coworkers?

Leadership

- What can I do more of or less of as your manager?

Work/Life Balance

- Are you able to finish your work on time? If not, why not? How does work impact your personal life?

Recognition/Appreciation

- How do you receive recognition from your manager and other leaders? Would you change anything?

Resources and Accessibility

- Do you have sufficient resources you need to perform your job well? If not, what do you need?

Closing

- What can I do (as a manager) to help improve your employee experience with the company?

Email Template 90-day Stay Interview

Greetings_____:

Congratulations, you've completed your 90-day Probationary period at _____. As a result, you are now eligible for benefits and many other employee enhancements. I would like to discuss some things that are important to you and me with candor and honesty. We value your input as a new employee. Your feedback helps us improve our employee onboarding experience and company culture.

Please schedule a 30-minute block of time in the next three days, I look forward to our discussion! Immediately after our meeting, you will meet with HR to discuss the benefit options you are eligible for.

90-Day Stay Questions

Opening

- Is there anything you'd like to change about your job?
- Do you feel that you are part of a bigger vision and mission? Why or why not?

Skills/Talent Utilization

- How can your talents and skills be better utilized within your current position?

Professional/Career Development

- What would help progress your career development that you are reluctant to ask about?
- How can the training and development you have received be improved? Do you have a mentor? If not, would you like one to be assigned?

Environment

- Do you feel safe at work?

Leadership

- Do you trust the senior leaders? If not, what is your reluctance? Who do you feel most comfortable with?
- Is there anything you wish I would do differently?

Recognition

- What type of recognition and rewards do you want most?

Resources and Accessibility

- How can we ensure you have adequate support when you need assistance?
- Who do you feel comfortable with to ask for help if you need additional training?

Closing

- What has made you stay at _____ and complete the probationary period? Who has made a positive impact on you in the company?
- Can you please provide suggestions about how we can improve as an organization?

Email Template 6-month Stay Interview

Greetings_____:

We are so grateful for the 6-months that you have been with us as an employee. I would like to schedule some time with you to check-in about your experience and ideas about your professional growth within the company.

Please schedule a 45-minute block of time in the next three days, I look forward to our discussion! Please review your Job Description in advance of our meeting.

6-Month Stay Questions

Opening

- Have you had time to reflect since our last check-in? What are your thoughts?
- What has been your major professional win at _____?

Skills/Talent Utilization

- Is this role what you thought it would be?
- What is the best way for us to utilize your skills?

Professional/Career Development

- Since being in your role for 6 months, what are some things you still need to learn to be 100% competent in your role?
- Is there anything you don't understand about your position?

Environment

- Describe the company/department culture?
- Do you feel your well-being is prioritized?

Leadership

- If you were me, what are some things you would do different in the department?

Recognition

- Have you been recognized on the job or given any accolades for your performance?
- What do believe you should be recognized for?

Resources and Accessibility

- How can I help you succeed over the next six months as we look ahead for your one-year anniversary?

Closing

- What would you change or add in your job description?

Stay Interview Action Plan Template

Following a Stay Interview, it is recommended that the employee and supervisor co-create a plan that documents the actions needed by both parties to achieve the goals identified in the Stay Interview to facilitate the employee’s engagement and retention at _____.

Directions:

- 1. Develop an action plan for the top priorities identified through the Stay Interview process.
- 2. No more than three priorities should be identified upon completion of a Stay Interview.
- 3. Action plan ideas should be agreed upon between the employee and supervisor.
- 4. Modify the form as needed to fit your unique context.
- 5. Keep copies handy to utilize during regular one-on-one meetings to review and update regularly.

Employee Name			
Supervisor Name			
Department			
Interview Date			
Follow-Up Date: Next interval meeting date			
Key Priorities Identified	Supervisor Action	Employee Action	Resources A. Resources Available B. Resources Needed