

Stay Interview



HR leaders can ask all of the questions below or select a number of them from the list below. However, it's important to note that all employees should be asked the same questions so your team can make like-for-like comparisons of the data.

Before diving into the interview, tell the employee:

The goal of this stay interview is to hear about your transparent experience at and identify opportunities and patterns where our organization can improve. Findings will be used to improve overall employee experience. What's said here stays here; what's learned here leaves here. We appreciate your feedback and time.

Questions around building connections:

What do you love about your job? Is there anything you dislike about your job? What motivates (or demotivates) you? Do you feel valued and recognized for the work you do? How do you prefer to be recognized at work? What can I do to best support you?

Questions around manager feedback:

What is one thing your manager does well to support you in your role? Are there any recent situations you wish your manager handled differently? Is there anything you are seeing or experiencing on your team that others in the company are not?

Questions around company feedback:

If an external recruiter were to contact you, what is the one thing that would entice you to think about exploring an opportunity at a different company (leveling, compensation, skillsets, etc.)? What brought you to this organization? What keeps you at our company? What is something that you're proudest of when it comes to working at our company? What is the best quality about working here? Is there anything we could do better?

Stay interview tips

1. Why are stay interviews important?

First things first. If you're not already doing stay interviews at your organization, you should be. Stay interviews help you understand what employees love and areas that could be improved. Identifying areas of opportunity within your company will help you make changes to retain top employees proactively, before it's too late. Stay interviews also create a safe space for employees to feel supported, heard, and, if done regularly, can help them in their professional development.

2. Come up with a plan

In general, stay interviews should happen once per year during off-cycle months (between performance reviews). Managers should also be trained and empowered to ask these questions during performance review conversations so employee retention is a focus throughout the entire year.

Before you get started, think about the length of your interviews, how you'll carry them out, collect notes and feedback, and analyze the data.

We recommend conducting them in-person or over a video meeting rather than launching a survey. These interviews provide an opportunity to build trust with your employees and hearing from them directly will increase that trust. Be sure to plan for internal communications about the stay interviews so employees and managers know what to expect. Provide the questions you'll be asking ahead of time so employees have time to think about their answers.

Using candidate interviewing guidelines, you can follow this breakdown for the number of questions to ask based on the time alloted.

60 minutes: 7-10 questions 45 minutes: 5-7 questions 30 minutes: 3-5 questions

3. You don't have to interview every single employee

Depending on your company's size, it might be near impossible to interview every employee. There are plenty of ways you can segment your stay interviews while still collecting meaningful data. Is there a specific department that might be struggling more than another? Does turnover spike after an average amount of tenure? Would it be helpful to understand trends by job level (ie: individual contributors, managers, executives, etc.)?

4. Act

Is it really a stay interview if nothing actually happens after it's complete? Once you've finished your interviews, take time to identify recurring themes and any time-sensitive issues that need to be addressed right away. Then, take action. To the extent that you're able, you can even share common themes with the company and communicate how you'll be making improvements. For example, if a common theme is that employees feel undervalued, you can communicate your plans to implement a dedicated employee recognition program.

Read also:

<u>4 Steps to Effective Stay Interviews</u> <u>Employee Retention: 5 Strategies for Retaining Top Talent</u> <u>The Ultimate Retention Checklist for Managers</u> <u>One-on-One Meeting Agenda Template for Managers & Employees</u>



How Bonusly Can Help You:

Bonusly is an employee engagement solution that combines 360-degree recognition, meaningful feedback, and rewards that employees love to keep them engaged and connected. Our software makes it fun and easy for everyone within your organization to publicly recognize everyone else by giving small bonuses that add up to meaningful rewards.

Improve Engagement

70% of Bonusly users* said that Bonusly improved employee engagement. More than half (65%) of those surveyed saw improved eNPS scores after implementing Bonusly. Studies show that improved engagement is linked to better productivity, financial performance, customer experience, and retention!

Grow Recognition Frequency

Around two-thirds of Bonusly customers reported both increased **frequency** of recognition and **increased** visibility of recognition. In fact, 74% of respondents saw increased frequency of recognition and 75% of respondents saw increased visibility of recognition. Seeing is believing!

Boost Connection

Bonusly helps bring your company's core values to life with everyday interactions. ♥ 72% of Bonusly users saw an Increased connection with core values after implementing Bonusly. When core values are connected to real, tangible, examples of employees living them, organizational culture is fortified.

Reduce Admin Time

77% of Bonusly users were able to implement Bonusly in less than a month, and 73% of Bonusly admins spend 2 hours or less managing Bonusly per month. This is huge. 😲 Bonusly is a fun and smart tool that increases employee engagement without a ton of complex overhead.

