

Employee:	nterview Date:
RECOMMENDATIONS:	
This interview should be conducted in-person by the h D.A.) or the highest ranking member of the employee' Division Chief). This is critical for allowing the employed day-to-day decisions in the office and trust-building.	's division/unit if you're in a large office (e.g.,
Inform the employee of the value of the stay interview interview and the use of their responses. Interview re amongst management, except where disclosure may be	esponses should be treated as confidential
This Model Stay Interview should be conducted regular conducted annually, this interview could be conducted each occurs annually, six months apart.	
This is <i>your</i> interview of <i>your</i> employee. You may cho	ose to modify or forego questions to your liking.
 What do you look forward to each day when What have you learned here, and what do you 	
3. Why do you stay here?	

4.	When is the last time you thought about working somewhere else, and what prompted it?
5.	What can I reasonably do to make your job better for you?
6.	How would you describe the overall morale of the office?
7.	Are there any outstanding employees that you interact with that add value to the office? Are there any people who are challenging to interact with in the office or who make it harder to accomplish your work or detract from the value of the office?
8.	If you have concerns, do you feel like you can voice them to your immediate supervisor?
9.	What are your future goals within the office? How can we help you achieve them?