



STAY INTERVIEW QUESTIONNAIRE

What is a Stay Interview and how can it be helpful to a supervisor?

The stay interview is a periodic one-on-one retention interview between a supervisor and a highly valued “at-risk-of-leaving employee”. A stay interview is preferable to an exit interview because, in a stay interview, you are asking current employees why they continue to work for Valparaiso University. At the exit interview, it is too late to identify and solve the problems or help your exiting employee accomplish the goals he or she is leaving to obtain.

The results of a stay interview give you (the supervisor) knowledge about what we can improve and how you can retain your remaining, highly valued employees-now. You will also identify and then reinforce the factors that drive an employee to stay. For more information or training on stay interviews please contact the Office of Human Resource Services.

General Topics:

What do you like most about your position and work at the university? _____

What do you like least about your position and work at the university? _____

How happy are you working here on a scale of 1-10 with 10 representing the happiest? _____

What would have to happen for that number to become a 10? _____

Have you actively job searched in the past year? _____

If yes, why were you looking to leave? _____

What changed your mind? _____

Employee Needs:

Do you feel that you are part of a bigger vision and mission? Why or why not? _____

Do you believe that your work has a meaning? _____

How can we work together to make your work more meaningful? _____

Is the university providing you with opportunities to grow and develop as a person and as a professional? What would improve your opportunities? _____

Do you feel that you have the necessary control over your job to perform most successfully and productively?

Do you feel as if you are a member of the in-crowd, the employees who receive information as quickly as something changes?

Do your coworkers treat you respectfully? _____

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

Compensation and Perks:

How well does your compensation stack up competitively in the local market? _____

What would you like to see in the employee benefits package that is not currently offered? _____

When you consider the university sponsored employee activities, events, parties, provided meals and snacks, and/or family activities, which would you like to see continued? If the need occurred, which would be the easiest for you to give up?

Feedback:

Is there anything else that is important to you that we did not cover during this meeting? _____

Do you have suggestions about how we can improve as an organization? _____
