

Sample User-Generated Cheat Sheet

Built Using Advisory Board Manager Toolbox

Sally's Tool

Create New Print Copy Edit

Conduct a High-Impact Stay Interview
Build Date: 03/06/2019

 **People to Prioritize**
 Jim Karen Michael

 **Remember the Do's and Don'ts of the Stay Interview**

 Do	 Don't
<ul style="list-style-type: none"> Ask open-ended questions Ask follow-up questions that show interest and clarify understanding Set up a follow-up conversation to discuss changes you might make 	<ul style="list-style-type: none"> Suggest changes on the spot Make promises Argue with the staff member Get defensive, or take what they say personally

 **"Stay" Questions**

What parts of your job are challenging but also energizing?	What do you wish you could do more of?	What's #1 most important to you in the next three years of your career?
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 **"Go" Questions**

Thinking about work next week, what do you dread?	Is there any part of your job you'd like to stop doing?	Have you ever thought about other types of roles, here or elsewhere? What excites you about them?
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 **Stay Interview Scorecard**

How Likely They Are to Leave	 Very Likely	 Moderately Likely	 Unlikely
What You Might Have Heard	<input type="checkbox"/> Looking for another job <input type="checkbox"/> Anger or frustration	<input type="checkbox"/> Enjoys role, but not getting any recognition <input type="checkbox"/> Sees potential for career growth, but not sure how to develop	<input type="checkbox"/> Discussed specifics about future with organization <input type="checkbox"/> Very energized
Your Next Step	Work with a senior leader or HR business partner to plan next steps.	Brainstorm at least two things you could do that might sway them toward "stay" and discuss them with your staff member	Commit to one action that will make them happy and follow-through.

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