



STAY CONVERSATIONS

Stay conversations are conducted to help you understand why members of your team choose to stay and what might cause them to leave. In an effective stay interview, a series of standard, structured questions are asked in a 1:1, casual, and conversational manner. Most stay interviews take less than half an hour.

To open the conversation, you could start with the following statements:

- I would like to chat with you about the reasons you choose to stay with {Company} so that I can understand what I might be able to do to keep you here as a valued member of our team and how I can support you with any issues you may be facing.*
- I'd like to have an informal conversation with you to find out how your job is going so that I can do my best to support you as your manager, particularly with any issues that are within my control.*

The following page contains a list of questions that should be used during this conversation as well as space for you to take notes. We have provided you with several open-ended questions but have ordered them based on priority so that you may use as a guide. It's important to listen and gather ideas from the employee about how you and {Company} can retain them.

When closing the conversation, be sure to summarize the key reasons your employee gave for staying or potentially leaving the organization, and work with them to begin to develop a plan. Be sure to end on a positive note!

- Let me summarize what I heard you say about the reasons you choose to stay at {Company} as well as what might cause you to leave. Then, let's work together to develop a plan to make this a great place for you to work.*
- I appreciate you sharing your thoughts with me today. I am committed to doing what I can to make this a great place for you to work.*



ATLAS VENTURE

Stay Conversations

Manager:	
Employee:	
Date:	
What is one thing that excites you about your job?	
What is one thing we can do to make you more effective?	
What would you like to learn here?	
What talents are not being used in your current role?	
What challenges have you recently faced at work?	
Do you feel respected?	

How do you like to be recognized?	
What do you like most or least about working here?	
What keeps you working here?	
If you could change something about your job, what would that be?	
What would make your job more satisfying?	
What can I do to best support you?	
What else? Anything else we did not cover?	