**Stay Interview – Template**

Utilize this template to structure your Student Affairs Stay Interview. A copy of the finalized questions should be sent to the supervisee at least one week prior to the scheduled meeting. Supervisors should actively listen and take notes during the meeting – These will be used to co-create a Stay Plan.

**Sample Questions:**

1. When you’re getting ready to start work each day, how are you feeling?

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1. What are you learning here (position/unit/division)?

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1. Why do you stay here (position/unit/division)?

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1. Have you ever thought about leaving our team? If so, when and what prompted it?

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1. What can I do to make your experience at work better?

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\*As the meeting closes, the supervisor should summarize the supervisee’s responses back to them to avoid misunderstandings.   
\*Set a date/time to co-create a Stay Plan (if applicable – see Stay Plan template for more information).