**Stay Plan – Template**

Following a Stay Interview, Student Affairs recommends the employee and supervisor co-create a Stay Plan which documents the actions needed by both the supervisor and supervisee to achieve the initiatives identified in the Stay Interview. No more than three initiatives should be identified for potential action.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Employee Name Supervisor Name

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Employee Job Title Department/Unit

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date of Stay Interview Date of Follow-Up Meeting (if applicable)

**Stay Factor(s) Discussed** (summary) **Concern(s) Discussed** (summary)

* *Ex: Leaving work late because team meetings consistently run over*
* *(insert)*
* *(insert)*
* *Ex: Strong work relationships formed with team members*
* *(insert)*
* *(insert)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Initiatives** | **Supervisor Action** | **Employee Action** | **Complete By** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\*Stay Plans should reside in a location that both the supervisor and supervisee have easy access to view throughout the year (Google doc, shared drive, etc.).

\*It is the co-responsibility of the supervisor and supervisee to engage with the Stay Plan.