**Stay Interview Request | Template**

It is a best practice to ask each direct report if they would like to participate in a Stay Interview prior to scheduling the meeting. It is important to explain the reason for the meeting in the initial request. Being transparent about your intentions with the conversation can alleviate unnecessary anxiety, and will help manage expectations. Supervisors should send a request, including questions, at least one week prior to meeting with their employee(s).

The sample request below can be adjusted to meet the needs of each unit, and should be personalized to the individual employee.

**Sample Stay Interview Request**

Subject: Retention Check-in

(*Insert supervisee’s name*),

I am reaching out to ask if we can schedule a 30-minute meeting over the next few weeks to discuss your experience as (*insert title*) for (*insert unit*).

You make a difference on our team and I value your contributions. I’d like to better understand what about your work is important to you, how we are utilizing your talents, what keeps you motivated and dedicated to serving (*insert unit*), and how I can better assist you as a supervisor.

To help guide our conversation, I ask that you take time to reflect on the following questions prior to our meeting:

* When you’re getting ready to start work each day, how are you feeling?
* What are you learning here?
* Why do you stay here?
* Have you ever thought about leaving our team? If so, when and what prompted it?
* What can I do to make your experience at work better for you?

For more context on what I hope to achieve during this conversation, I encourage you to visit the division’s new Staff Retention web page: <https://studentaffairs.uga.edu/staff-retention/>. To clarify, this conversation *will not be related to your performance or compensation*.

Please respond to let me know if you would like to participate in this discussion. I would like to note that your participation is completely voluntary. If you’d prefer not to participate at this time, you are welcome to opt-in in the future. I plan to offer these discussions annually at minimum (or on an as needed basis).

Let me know if you have questions or need clarification around this request – I look forward to hearing from you.

Thank you for all that you do!  
(*Your name*)