**STAY INTERVIEW**

**On Boarding**

1. Describe how you were on boarded into the organization.
2. What can our company do better in the on-boarding process?

**Management**

1. Define your core responsibilities in your job? What ultimately are you accountable for?
2. Do you feel that your talents and abilities and strengths could be better utilized at the company?
3. What resources do you need from the company to get your job done better?
4. What management changes would you like to see at the company?
5. How and what would you recommend the company/manager do to instill /manage daily consistent performance from the teammates?
6. What barriers do YOU experience in being able to perform at you maximum potential in your task accomplishments?
7. Where, in what areas do feel you are ‘in the dark’ on at the company?
8. What ideas do you have that could improve the company?

**Efficiency**

* 1. What would you suggest that we do to eliminate double work?
	2. Where do you experience unnecessary ‘red tape’ to get your job done?
	3. Where is work bottlenecked?
	4. What 3 suggestions can you make for streamlining process or procedures that would save us time, effort but would not harm the integrity of our service offerings?
	5. What are we doing now that if we stopped it, we could waste less money, and work would be easier?
	6. What could we automate?
	7. Where do we waste paper and aid in global warming?

**Life/Work Balance**

1. If you could pick your own work schedule what hours/schedule would you pick?
2. If the company would create a flexible scheduling program for 12 month + employees what would you suggest?
3. Would you rather have

 More money

 More time off

 Flexible hours

 Work from home options

**Training & Development**

1. What training and development investments would you like to see the company make in you?
2. Where do you NEED training and development to be increase your competency in your role?
3. What special training in your role or area of accountability would impact and improve your job satisfaction?
4. What cross training would make the biggest difference in your ability to impact yourself, your effectiveness and the company?
5. Define your 3 Largest impact areas of training for optimum self development and career development plan –
	1. Subject
		1. Purpose of training to your development
		2. Benefit of training you in this area to the company
		3. What will you share from this training and to whom
	2. Subject
		1. Purpose of training to your development
		2. Benefit of training you in this area to the company
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