

## **Staff Retention Interview Questionnaire**

In preparation for a retention interview we encourage staff to reflect on the following questions. We want employees to grow, develop, and be engaged in their career. The retention interview is a time to focus on your needs, interests, and future and to explore ways that we can work collaboratively to the benefit of you and the company. This questionnaire is a good planning tool to help you move forward in your career. Sharing this form with others is solely your decision.

- What part of work is motivating and satisfying?
- How would I define success?
- What kind of professional and career goals do I have?
- If I could learn something new what would it be?
- How do I like to be recognized and rewarded?
- What can my supervisor and company do to help me prosper?
- What can I do to ensure a positive future for myself?
- What parts of my job do I most like?
- What aspects of my job are demotivating, frustrating, undesirable?
- Are there issues with work/life balance?
- Have I thought about leaving the company? If so why? What would keep me excited about my job and make me want to stay?
- What factors have influenced past job changes? What can keep them from getting in the way in my current position?
- What do I want my career to look like in the future?
- What would be a good plan for achieving my goals?
- How can my supervisor and I work together to create a plan that is good for me and the company?