

Staff Stay Interviews Job Aid

This tool is designed to help management staff in sexual and reproductive health agencies facilitate supportive and reflective conversations with team members through the use of **stay interviews**. A stay interview is a tool that can help us connect with the more personal dimensions of team members' professional lives: their missions, aspirations, and aspects of the work they find energizing. Stay interviews are often facilitated by a supervisor or team lead, but team members can also interview each other as a way to build interpersonal connections and a shared team vision.

The following stay interview script is based on Appreciative Inquiry: a change management methodology that promotes allocating attention to our positive experiences with the goal of learning to create more of them. The question sequence is designed to support team members to:

- Reconnect with their own purpose.
- Recollect positive experiences.
- Envision a future where this type of positive experience happens more often.
- Translate the positive future vision into well-defined action steps.

To learn more about **Appreciative Inquiry**, check out this other [RHNTC tool](#)

Each interview will require approximately 15 minutes; block out 30 minutes for some cushion and to give yourself time to document key points. Modify the language to make it your own while retaining the basic structure.

We suggest sharing your stay interview plan with team members to help quell any concerns about the intention of these conversations. You can share your plan through email, or via any communication channel that best fits your agency. The draft email below serves as a starting place. Again, modify the language to best fit your communication style.

Stay Interview Announcement Draft Email

"Good morning/afternoon/evening, _____,

This year, I'll be holding stay interviews with our team members. This means I'll be scheduling brief one-on-one conversations with each of you throughout the year. Because our work carries both challenges and successes, these conversations will allow me to learn more about you—and your ideas and vision for our team/agency. I hope these informal conversations can help us build an organization that nurtures our individual and collective goals.

If you have any questions about what to expect from these stay interviews, please don't hesitate to reach out to me. I'm looking forward to meeting with you all.

Sincerely,

[Your name]"

Stay Interview Script

“Thank you for meeting with me. We both know how challenging and fulfilling our work can be. I’m hoping that this conversation will give us an opportunity to take a mental break from the challenges and begin shifting our focus to the future we want to build together. This is also a chance for me to get to know you better beyond the great work I see you doing every day. Do you have any questions for me before we begin?”

While my questions may feel a bit more personal than our daily conversations, my intention isn’t to pry or evaluate you in any way. My goal is simply to discover what gives our organization life, and to gain insight into what I can do as a leader/ team member to nurture those aspects. Feel free to NOT answer any question that makes you uncomfortable. And remember: There are no right or wrong answers.

1. Think back to when you began working with us.
 - Do you remember accepting our job offer?
 - What made you say yes?
2. What were you hoping to achieve—personally or professionally—by working here?
3. Think back to an experience that stands out as a high point: a day or event where you remember feeling great about being here and the work you were doing.
 - If you’re comfortable, I’d love to hear the story.
 - What were you doing?
 - Who else was there?
 - What about the experience makes it stand out as special?
4. Now imagine that experiences like yours will happen over and over again, until suddenly it’s the year 20xx [three years into the future].
 - If that happened, how might the clinic look and feel in three years?
 - Who would be here?
 - What would we be doing?
 - What might someone who comes in off the street notice first?
5. What one small action could we take this week, or this month, that would help us begin to move in the direction of your vision?

Thank you for talking with me and for sharing your experiences and perspectives. Together, I think we can build the kind of clinic/agency environment that makes us all glad to come to work.”