STAY INTERVIEW PROCESS MAP

Decide to Conduct Stay Interviews

At what point in the school year should these occur? November is ideal: well into school year, season of gratitude, still time to implement changes

Determine Participants

Top 20%
Flight Risks
High Potentials

NO

Determine Interviewer(s)

Ideally a Supervisor, but can be a Consultant, District Admin, or other Admin role with established position

OK with same participants?

YES

- Train interviewers
- Communicate with Participants
- Anticipate Possible Resistance
- Commit to a Growth Mindset

Prepare

Schedule & Reserve Space

During Prep?

NO

Arrange Coverage

YES

Tip: Use a Google Form with your questions pre-loaded in order to capture all responses in one Excel sheet!

Conduct Stay Interviews

Document Responses: Note themes, major points, and quotes

Combine and Analyze all Response Data

What suggestions are actionable in this year? What bigger themes need to be addressed? Are there any immediate interventions needed?

Determine Next Steps

Express gratitude; set expectations for further communication

Close the Loop with Participants

Process Complete

KEY

Process or Action	Pause and Consider
Document	Output
Decision	Data Point

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