

Engagement Interview

| | Date: | |
|----|--|-------------------------|
| | Employee: | |
| | Interviewer: Title: | |
| | | |
| | Tips: Set aside specific time for the interview Give your employee a heads up on the purpose of the interview and what to expect and send in advance. During the meeting, ask if they have any questions. Do not forget that this is a two-way conversation to help you learn what's on their mind. | a copy of the questions |
| 1) | 1) What is on your mind while you are on your way to work? | |
| 2) | 2) What is on your mind as you are leaving work at the end of the day? | |
| 3) | 3) What tasks do you enjoy working on, and why? | |

| 4) | What tasks don't you enjoy working on, and why? |
|----|---|
| 5) | What skills are not being used in your current role? |
| 6) | What are you learning? |
| 7) | What would you like to learn? |
| 8) | When was the last time you thought about leaving? What prompted it? |
| 9) | What can I do to make your work experience better? |

| 10) What can I do to support you more? | |
|--|--|
| 11) What question(s) do you wish I would have asked you? | |
| | |
| | |
| | |
| | |