

New Employee Interview

It's best to ask these questions within the first 30 days of employment. Use the questions from the list below or create your own questions. Try to ask open-ended questions and avoid "yes/no" responses to get the most information out of your new hire. Take notes and then take action! Listen for wins and also areas for improvement.

Interview Questions

How can I best support you in your new job?

How would you like to use your 1-1 time with me?

How do you prefer to receive feedback? How often?

How can I help you reach your career goals at [company name]?

If you were in my role, how would you do it differently?

Tell me about your best day so far at [company name].

Tell me about your worst day so far at [company name].

Tell me about some challenges you have faced. How did you overcome them?

What area(s) in your new role do you feel you need improvement?

How does your new role match the expectations set by the job description?

- How is it the same?
- How is it different?

How has your team been to work with so far?

- Who has been helpful to you?
- Who has been disengaged?

What do you enjoy doing in your spare time?

Stay Interview

Make sure to properly set expectations; this is meant to be informal and gather information about your employee. It's their time, so let them use it how they'd like. There are no wrong answers to the questions! Use the questions below or create your own questions. Make sure to ask a combination of questions about their role and the company. If the employee answers "nothing" try following up with a "tell me more about..." statement to try and get more information.

Interview Questions

What do you like most/least about working at *[company name]*?

What keeps you working as a *[job]* at *[company name]*?

What talents do you have that you do not use in your current role?

What motivates you/demotivates you?

If you could change something about your role, what would it be and why?

What might make you leave *[company name]*?

What opportunities are you interested in at *[company name]*?

How can I best support you in your role?

How do you like to receive recognition?

What can I do more or less of as your manager?

If you were in my role, how would you do it differently and why?

What could make your job better?

What gets you excited about coming into work?

Exit Interview

Before the employee leaves, conduct an exit interview. Most employees are happy to give their honest feedback. Ask open ended questions and try to avoid those with “yes/no” responses. After the exit interview, gather the feedback and meet with the appropriate team members. Make sure to take action where appropriate.

Interview Questions

What made you start looking for a job with a different company?

What are the primary reasons for leaving [company]?

What did your new employer offer that made you accept their offer and leave [company name]?

What did you like/dislike about working here?

What did you like/dislike about your role?

What are your thoughts on your manager? Leadership? Team?

What would you change about your role at [company name]?

What would have had to change to get you to stay working at [company name]?

What is your experience with employee morale and company culture at [company name]?