

Retention Risk and Stay Conversation Guide

Toolkit 3, Chapter 1 Downloadable Tool CIIS Employer HR Resources



Purpose: Help managers identify retention risks early and conduct practical stay conversations that support employee engagement and retention.

How to use: Complete the sections most relevant to your organization. Designed to support practical action.

1. Retention Risk Review

Prompt	Response / Notes	Action Required
Has the employee shown changes in engagement, participation, energy, or responsiveness?		
Are workload, role clarity, growth, recognition, or manager relationship concerns present?		
Is there evidence of limited access to opportunity, mentorship, or team connection?		
Are there patterns across team members that suggest a broader workplace issue?		

2. Stay Conversation Prompts

Prompt	Response / Notes	Action Required
What is working well in your role right now?		
What would make your work experience stronger?		
Do you feel you have access to the support and information you need?		
Are there growth opportunities you would like to discuss?		
What might make you consider leaving, and what could help address that?		

3. Action Planning

Prompt	Response / Notes	Action Required
What action will the manager take?		
What support does the employee need?		
What timeline will be used for follow-up?		
What issue should be escalated or reviewed more broadly?		