**Stay Interview Action Plan**

***Directions:*** 1. Develop an action plan for the top priorities identified through the stay interview process.

2. Action plan ideas should be agreed upon between the employee and supervisor.

3. Modify the form as needed to fit your unique context.

4. Keep copies handy to utilize during regular one-on-one meetings to review and update regularly.

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| **Key Areas Identified** | **Action Steps**  *What Will Be Done?* | **Timeline**  *By When? (Day/Month)* | **Resources**   1. *Resources Available* 2. *Resources Needed* | **Responsibilities**  *Who Will Do It?* | **Progress Update** |
| **1:** |  |  | **A.**  **B.** |  |  |
| **2:** |  |  | **A.**  **B.** |  |  |
| **3:** |  |  | **A.**  **B.** |  |  |
| **4:** |  |  | **A.**  **B.** |  |  |
| **5:** |  |  | **A.**  **B.** |  |  |