

My “How to Work with Me” Profile

Helping Our Team Communicate, Collaborate, and Recognize Each Other Effectively

This short profile helps leaders and teammates understand how I work best, how I prefer to communicate, and what helps me feel appreciated and supported at work.

Name: _____
Role/Position: _____
Department/Team: _____
Manager: _____
Date Completed: _____

1. The best way to communicate with me, my preferred communication methods are:

- | | |
|---|--|
| <input type="checkbox"/> In-person conversations | <input type="checkbox"/> Email |
| <input type="checkbox"/> Messaging platforms (Teams, Slack, etc.) | <input type="checkbox"/> Phone calls |
| <input type="checkbox"/> Video meetings | <input type="checkbox"/> Team meetings |
| <input type="checkbox"/> Written summaries or updates | |

Other: _____

2. How often do I prefer communication or check-ins with my leader

- | | |
|---|---|
| <input type="checkbox"/> Weekly check-ins | <input type="checkbox"/> Bi-weekly check-ins |
| <input type="checkbox"/> Monthly conversations | <input type="checkbox"/> After major projects or milestones |
| <input type="checkbox"/> As needed when support is required | |

Other: _____

3. The Type of Feedback That Helps Me the Most

- | | |
|---|---|
| <input type="checkbox"/> Quick feedback after tasks or projects | <input type="checkbox"/> Regular coaching conversations |
| <input type="checkbox"/> Written feedback | <input type="checkbox"/> Informal check-ins |
| <input type="checkbox"/> Structured performance reviews | |

Other: _____

4. How I Prefer to Be Recognized or Appreciated

- | | |
|--|--|
| <input type="checkbox"/> Private thank-you from my leader | <input type="checkbox"/> Public recognition in meetings |
| <input type="checkbox"/> Recognition in team emails or newsletters | <input type="checkbox"/> Opportunities for growth or development |
| <input type="checkbox"/> Additional responsibilities or leadership opportunities | <input type="checkbox"/> Flexible work arrangements |

Other: _____

5. Appreciation Gifts I Would Enjoy

- | | |
|---|---|
| <input type="checkbox"/> Coffee shop gift cards | <input type="checkbox"/> Restaurant gift cards |
| <input type="checkbox"/> Online shopping gift cards | <input type="checkbox"/> Bookstore gift cards |
| <input type="checkbox"/> Wellness/fitness-related gifts | <input type="checkbox"/> Experiences (events, sports, activities) |
| <input type="checkbox"/> Company merchandise | <input type="checkbox"/> Charitable donation in my name |

Other: _____

6. What Motivates Me Most at Work

- | | |
|--|---|
| <input type="checkbox"/> Achieving results and goals | <input type="checkbox"/> Learning new skills |
| <input type="checkbox"/> Helping others succeed | <input type="checkbox"/> Solving challenging problems |
| <input type="checkbox"/> Being recognized for my work | <input type="checkbox"/> Working independently |
| <input type="checkbox"/> Collaboration with teammates | <input type="checkbox"/> Having a best friend at work |
| <input type="checkbox"/> Opportunities for career growth | |

Other: _____

7. What Helps Me Do My Best Work

Examples may include clear expectations, collaboration, quiet focus time, or flexibility.

My answer:

8. What Frustrates Me at Work

Examples may include unclear priorities, conflict, lack of communication, too many meetings, or tight timelines.

My answer:

9. Scheduling Preferences

Preferred Work Days

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Tuesday |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Thursday |
| <input type="checkbox"/> Friday | <input type="checkbox"/> Weekends (if applicable) |

Preferred days: _____

Preferred Work Hours

- | | |
|--|--|
| <input type="checkbox"/> Early morning (e.g., 7–9 start) | <input type="checkbox"/> Standard hours (e.g., 8–4 or 9–5) |
| <input type="checkbox"/> Later start (e.g., 10 or later) | <input type="checkbox"/> Flexible schedule when possible |

Preferred days: _____

10. Time Off or Flexibility That I Value

If recognition or rewards include time off, I would most appreciate:

- | | |
|---|--|
| <input type="checkbox"/> Half-day off | <input type="checkbox"/> Full day off |
| <input type="checkbox"/> Long weekend | <input type="checkbox"/> Flexible work hours |
| <input type="checkbox"/> Early leave days | <input type="checkbox"/> Extra personal day |

Other: _____

11. One Thing My Leader or Teammates Should Know About Me
