

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:

- | | |
|---|--|
| ☐ In-person conversations | ☐ Email |
| ☐ Messaging platforms (Teams, Slack, etc.) | ☐ Phone calls |
| ☐ Video meetings | ☐ Team meetings |
| ☐ Written summaries or updates | |

Other: _____

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

- | | |
|---|---|
| ☐ Weekly check-ins | ☐ Bi-weekly check-ins |
| ☐ Monthly conversations | ☐ After major projects or milestones |
| ☐ As needed when support is required | |

Other: _____

3. The Type of Feedback That Helps Me the Most

- | | |
|---|---|
| ☐ Quick feedback after tasks or projects | ☐ Regular coaching conversations |
| ☐ Written feedback | ☐ Informal check-ins |
| ☐ Structured performance reviews | |

Other: _____

4. How I Prefer to Be Recognized or Appreciated

- | | |
|--|--|
| ☐ Private thank-you from my leader | ☐ Public recognition in meetings |
| ☐ Recognition in team emails or newsletters | ☐ Opportunities for growth or development |
| ☐ Additional responsibilities or leadership opportunities | ☐ Flexible work arrangements |

Other: _____

5. Appreciation Gifts I Would Enjoy

- | | |
|---|---|
| ☐ Coffee shop gift cards | ☐ Restaurant gift cards |
| ☐ Online shopping gift cards | ☐ Bookstore gift cards |
| ☐ Wellness/fitness-related gifts | ☐ Experiences (events, sports, activities) |
| ☐ Company merchandise | ☐ Charitable donation in my name |

Other: _____



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6. What Motivates Me Most at Work

- | | |
|--|---|
| ☐ Achieving results and goals | ☐ Learning new skills |
| ☐ Helping others succeed | ☐ Solving challenging problems |
| ☐ Being recognized for my work | ☐ Working independently |
| ☐ Collaboration with teammates | ☐ Having a best friend at work |
| ☐ 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

- | | |
|------------------------------------|---|
| ☐ Monday | ☐ Tuesday |
| ☐ Wednesday | ☐ Thursday |
| ☐ Friday | ☐ Weekends (if applicable) |

Preferred days: _____

Preferred Work Hours

- | | |
|--|--|
| ☐ Early morning (e.g., 7–9 start) | ☐ Standard hours (e.g., 8–4 or 9–5) |
| ☐ Later start (e.g., 10 or later) | ☐ 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:

- | | |
|---|--|
| ☐ Half-day off | ☐ Full day off |
| ☐ Long weekend | ☐ Flexible work hours |
| ☐ Early leave days | ☐ Extra personal day |

Other: _____

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



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