Personal

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | |  | | | | | Birthday: | |  | |
| Address: | |  | | | | | City of Birth: | |  | |
| Your family relationships: | | | | | | | | | | |
| Name | | | Relationship | Birthday |  | Name | | Relationship | | Birthday |
|  | | |  |  |  | |  | |  |
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|  | | |  |  |  | |  | |  |
|  | | |  |  |  | |  | |  |
| Pets: |  | | | | | | | | | |

Education/Experience

|  |  |  |  |
| --- | --- | --- | --- |
| School/Company: | Degree/Role: | # of yrs | Key learning? / What I enjoyed most? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Professional Certifications: |  | | |

My Gifts / My Needs

|  |  |  |
| --- | --- | --- |
| What things do I do extremely well? (strengths / gifts) | | What rewards do I most appreciate? |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |

Miscellaneous

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Hobbies: | |  | | | | |
| My Favorite . . . | | | Food: |  | Sport: |  |
| Movie: |  | Restaurant: |  | Sports Team: |  |
| Vacation: |  | Junk Food: |  | Way to relax: |  |
| If I am not working, I am probably . . . | | |  | | | |
| You will know I am stressed when . . . | | |  | | | |

Communication

|  |  |
| --- | --- |
| Preference on how: (select 1 or 2) | Email Phone Text Voicemail Face to Face |
| Response guarantee: (time) |  |

**My aspirations – One dream I have not achieved yet:**

Personal:

Professional:

**Questions to make you think:**

If you were not doing this job, what would be your dream job?

Who is one person you would love to have dinner with and what would you ask them?

What is the biggest mistake you have ever made and what did it teach you?

What is the biggest behavioral change you have ever made?

**How I work**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I like to start meetings by: | | Getting to work | 50 / 50 | | Checking in with others | |
| I most often judge my work by: | | Is it done? | 50 / 50 | | Is it right? | |
| My normal role in conflict is to: | | Generate it | | Keep/restore the peace | | Avoid it |
| When solving a problem, I tend to: | | Look for the best way | | 50 / 50 | | Look for a new way |
| My work style is: | | Work first (w/ some planning) | 50 / 50 | | Plan first (a good plan is critical!) | |
| I tend to: | | Talk first | 50 / 50 | | Listen/Think first | |
| Fun is . . . | | Work is my fun | | I need team fun time | | This is a stupid question |
|  | One FUN non-work activity for me is - | | | | | |

**Trust and Truth – My profile**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| My trust rules | | I give it first | | | You earn it | | Sometimes give, Sometimes earn |
| What are your trust granting and taking away rules? | |  | | | | |
| When it comes to speaking my mind, the feedback I have received is: | | Too nice | | Skilled at saying it in the right way | | To Direct | I have never received feedback on this |
| The main reason(s) I won’t tell you the unfiltered truth are: | |  | | | | |