

NAME

email:

phone:

web:

social:

INTRODUCTION

Give a brief history of you. It could include where you are from, your education or early career. Include elements that would be helpful for your team to know. This can be set up in a time line format.

IDEAL WORK ENVIRONMENT

Do you prefer to be in the middle of the hub-bub of an open office, or do you need a quiet corner where you can focus? What are your peak hours of best work performance? Do you prefer to work in a team collaborating on a project, or do you do best working solo? These can be laid out in bullet points to keep it concise.

COMMUNICATION

Include here how you best receive information (verbal, written, email, text, social, ...). Also be clear about personal boundaries (I do not take calls after 5pm, I check my email every 3 hours, etc.)

MY SCHEDULE

Describe here, your current, or ideal daily/weekly/monthly/yearly schedule. (Include blocked times for workouts, how many weeks of vacation, yearly conferences you attend, ...)

FEEDBACK

In what ways do you best receive feedback? Do you like to first have time to figure things out on your own, or would you rather have feedback early and often. Do you need to know the “why” behind a shift in procedure so you can put forth your best effort? Would you like to sit down and meet in person to discuss, or would an email suffice?

GOALS

Share here your professional, but perhaps some personal goals as well (would you like to participate in a tri-athlon, or visit Italy?).

STRENGTHS

List here how people can support you and bring out your greatest strengths, and how you can be supportive to others. Do you quickly rise to the occasion in a crisis, or do your strengths lie in a well-thought-out plan?

AREAS OF GROWTH

What are your current, learning opportunities? What skills would you like to acquire?

WHEN FACED WITH STRESS, FAILURE, AND CONFLICT

When Trouble Occurs, describe here how you go into action to cope, solve, or learn from a situation. (Include trainings, or methods of communication you use, like [Non-violent Communication](#), [Imago](#), ...)

MY BLUEPRINT

Include here any personality tests, assessments to describe how you are wired.

THINGS I LOVE

Have fun here and allow people to get to know you through the things you love.