

# Getting Started - Employees

Name: \_\_\_\_\_

Start date: \_\_\_\_\_

Ex. I prefer to eat blueberries on my cereal.		I prefer to eat bananas on my cereal
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**Part I.**

1	I prefer my workday to follow a set schedule/routine.			I prefer my workday to be free flowing with lots of change and flexibility.
2	I prefer my tasks and responsibilities to be set for me.			I prefer to make my own priorities on completing my assignments.
3	I enjoy having established procedures for completing my work.			I enjoy trying new ways of doing things to get my work done.
4	I prefer working with set deadlines and time constraints.			I prefer working without deadlines and time constraints.
5	I prefer a work environment that has set start and stop times.			I prefer a work environment that has a great deal of flexibility on working times.
6	I prefer to communicate with customers via email.			I prefer to communicate with customers on the phone or in person.
7	I prefer to communicate with co-workers via email.			I prefer to communicate with co-workers on the phone or in person.
8	I prefer to communicate with my manager via email.			I prefer to communicate with my manager on the phone or in person.
9	I prefer to work on assignments and projects by myself.			I prefer to work on assignments and projects with others as a team.
10	I prefer to have regular meetings with my manager and team.			I prefer to meet with my manager and team only when necessary.
11	I prefer a quiet work environment where I can concentrate on my work with minimal interruptions.			I prefer a busy work environment where interruptions and conversations keep it exciting and challenging.
12	I enjoy knowing my job well and being highly competent in it.			I enjoy learning new things and building my ability to do them well.
13	I do not like getting feedback and rarely ask for it.			I prefer getting regular feedback and will go out of my way to ask for it.
14	I like to figure things out for myself and rarely ask for help.			I like to ask for help right away when I realize I need it.
15	I rarely step up to resolve conflict and just hope it goes away.			I step up to resolve conflict right away, whenever and wherever I see it.
16	I view criticism as de-motivating and harmful to working relationships.			I view criticism as helpful to improving myself and appreciate those who give it to me.
17	I prefer being asked to help/share information with others.			I offer my help/knowledge to others without being asked.
18	Most feedback (positive and negative) I get comes as a surprise to me.			Most feedback (positive and negative) I get confirms what I already know about myself and my work performance.
19	I prefer being given specific direction on completing my work assignments.			I prefer being given my assignments and figuring out how and when to complete them for myself.
20	I prefer working on a single task/project at a time.			I prefer working on multiple tasks/assignments at a time.

**Part II.**

➤ The specific skills and abilities I bring to this job are:

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➤ The ways I believe I can use my skills and abilities right away are:

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➤ The skills and abilities I will need to work on during the next year are:

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➤ My ideas to develop these skills and abilities are:

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➤ The assignments/projects I am most excited about beginning are:

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➤ My reasons for feeling this way include:

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➤ The assignments/projects I am least excited about beginning are:

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➤ My reasons for feeling this way include:

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➤ Additional things I want to tell my new manager:

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➤ Additional things I want to ask my new manager:

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