



My Personal Profile

Fill this out with information you think your supervisor should know about you!

My Full Name:

You can call me:

Pronouns:

My Favorite Things:

Food:

Song/Artist:

TV Show: _____

Book/Movie: _____

What I like to do with free time and/or relaxation are:

I like to receive recognition by:

- ☐ Public: Announce achievements to everyone.
- ☐ Private: Small gift, kudos, card, email
- ☐ Other: _____

Three things that I want my supervisor to know about me are:

1) _____

2) _____

3) _____

If you found a gift card for (see amounts below), where would you like to spend it at:

\$5 _____

\$25 _____

\$50 _____

I learn best:

- ☐ By seeing
- ☐ By doing
- ☐ By you showing me then coaching me
- ☐ By being coached step by step
- ☐ By being told
- ☐ By reading then doing

I work best when I have: (please check all that apply)

My Schedule

- ☐ I like the same schedule every day/week if possible.
- ☐ I like advance notice if my schedule is going to change
- ☐ I like a written schedule of my day
- ☐ I like a visual or calendar schedule

How to Do My Work

- ☐ Written check lists with major tasks listed are best for me.
- ☐ Written instructions with major tasks broken into small steps are even better!
- ☐ I do better with a visual lists of tasks
- ☐ I do best if you show me how to do something the first time
- ☐ It helps to see an example of the finished product
- ☐ I need clear communication.
Examples:
 - *"You can take a break once you have completed a certain task or at a specific time each day."*
 - *"If blank continues, you will be fired"*

Check-Ins with My Supervisor

- ☐ I do best with a quick 5 minute check in at the beginning of each day
- ☐ I like a longer weekly check in
- ☐ Please be sure to tell me who I should talk to if I need help or have questions on a task if it's not my supervisor

Feedback

- ☐ I like to know right away if I need to do something differently
- ☐ I like regular feedback that is specific

Communication

- ☐ Ask me to explain my understanding of what I am supposed to do
- ☐ Give me extra time to think about and respond to you said
- ☐ I may need you to repeat or rephrase directions
- ☐ I sometimes need some coaching or a specific script on how to communicate with coworkers. *For example, how to greet or interact with peers or leaders.*

My Workspace

- ☐ Sometimes I need the ability to sit or stand while doing my tasks
- ☐ I need a calm space to reset if needed
- ☐ I need noise blocking headphones
- ☐ I need low lighting or sunglasses in workspace
- ☐ I need accessories or work tools in my workspace that fit my learning needs that weren't mentioned above.

Work Breaks

- ☐ I do best with frequent short breaks (5 minute breaks every hour)
- ☐ I need quiet time during my breaks
- ☐ I need movement breaks (ability to jump up and down, run around, or move my body somehow)

Other things that help me do my best work that are not mentioned above are:
