

Full name: _____

The Uniqueness of You

Help us get to know you, work best with you, *and not annoy you!* Please complete this form, which will be shared with the team. Complete only what you are comfortable sharing or what comes to mind at this time.

Preferred Name/Nickname _____ Date _____

Preferred Pronouns _____ Birthday (Month/Day) _____

Allergies/Dietary Restrictions _____

A good day for you starts with _____

Something urgent - best way to contact you

- Text
- Phone
- Other:
- Email
- MS Teams/IM

Important people/pets in your life

(Family members, friends, animals, etc.)

A few of your favorites

Drink:
Snack:
Restaurant:
Store/Brand:
Music:

A few of your pet peeves

(Seriously, we all have them. What drives you crazy?)

Important for the team to know about you

(Things of cultural significance, workstyle, your strengths, etc.)

Enjoy doing in your free time

(Activities and hobbies, teams you follow, sports you play, etc.)

Best recognition ever received and why meaningful

Recognition preference

- Public
- Private
- No preference

How would you describe yourself without saying what you do for a living? I am:

Recognition

We're excited to have you on the team, where we're going to want to recognize and reward your achievements. Help us know what type of recognition would be most meaningful to you. Select the five items from across all three lists below that are the most important or impactful for you and number them from 1 to 5 (1 being most important.) Put an "X" in front of the five items that are least important or impactful for you.

Verbal	Written	Opportunities to...
<input type="checkbox"/> Positive, specific feedback from manager Thank you or other acknowledgement from <input type="checkbox"/> manager <input type="checkbox"/> senior leader <input type="checkbox"/> colleague <input type="checkbox"/> client Acknowledgement in <input type="checkbox"/> team meeting <input type="checkbox"/> division/company meeting <input type="checkbox"/> client event <input type="checkbox"/> Other (please describe):	Email/text from <input type="checkbox"/> manager <input type="checkbox"/> senior leader <input type="checkbox"/> colleague or client Handwritten note from <input type="checkbox"/> manager <input type="checkbox"/> senior leader <input type="checkbox"/> colleague or client <input type="checkbox"/> Manager sharing info with senior leader <input type="checkbox"/> Info published in team/company newsletter <input type="checkbox"/> Nomination for company award <input type="checkbox"/> Other (please describe):	<input type="checkbox"/> Speak in front of team <input type="checkbox"/> Speak at company function <input type="checkbox"/> Represent company at external function <input type="checkbox"/> Represent manager/leader at an internal event or meeting <input type="checkbox"/> Participate in "executive council" to provide feedback to senior leaders <input type="checkbox"/> Lead a team project or effort <input type="checkbox"/> Mentor another employee <input type="checkbox"/> Work independently or with increased flexibility <input type="checkbox"/> Other (please describe):

Rewards






From the list below, select the five items most important or impactful for you when it comes to rewards and number them from 1 to 5 (1 being most important.) Put an "X" in front of the five items that are least important or impactful for you.

- One-time cash award
- Salary/bonus increase
- Promotion/title change
- Increased responsibility
- Vacation day/time off
- Opportunity for training or development
- Meal out with manager
- Meal out with team
- Gift card/certificate to favorite restaurant, theatre, store, etc.
- Gift card/certificate sent to family/friends in recognition of you
- Offsite activities with team
- Company-branded merchandise
- Certificate, plaque or trophy
- Other (please describe):

The Uniqueness of You

About this Tool

Developing meaningful connections with our colleagues and direct reports has always been an important part of leadership. In our hyper-connected, hybrid working world, it is increasingly important and a bit more challenging. We can no longer rely on the typical break/lunchroom, water cooler, and hallway conversations to foster relationships. We need to integrate relationship-building activities into the normal course of our work in new and meaningful ways.

	Purpose	Accelerate or deepen relationships with colleagues
	Audience	All employees
	Timing	This is generally used when a new team member joins the team. However, it could be used as part of any team-building exercise.
	Process	<ol style="list-style-type: none">1. Invite your new direct report or team member to complete this form as part of their onboarding or team-building process.2. Meet with the person to share your own "Uniqueness of You" form and to learn about them. (This reciprocity in sharing will allow for vulnerability and invite the person to safely share information about themselves.)3. Save this information in a file or place it can be readily retrieved.4. Put a note in your calendar to revisit this form in 6 months, (Repeat steps 1-2 and discuss what has surprised you, what you have learned about each other and any updates to the information.) <p>When wanting to reward or recognize this person, review this form to identify the most meaningful way to do so.</p>
	Impact	<p>"Having best friends at work is key to employee engagement and job success. Gallup data indicate that having a best friend at work is strongly linked to business outcomes, including profitability, safety, inventory control and retention.</p> <p>Employees who have a best friend at work are significantly more likely to:</p> <ul style="list-style-type: none">• engage customers and internal partners• get more done in less time• support a safe workplace with fewer accidents and reliability concerns• innovate and share ideas• have fun while at work" <p>"Since the pandemic started, there has been an even stronger relationship between having a best friend at work and important outcomes."</p> <p>Source: "The Increasing Importance of a Best Friend at Work" GALLUP WORKPLACE, AUGUST 17, 2022, by Alok Patel and Stephanie Plowman</p>

Rarely do strong teams just happen.
Rather, they are intentionally built and bolstered.
Use this tool to set the foundation for communication and trust in your team.