

My Recognition Profile

Name _____

This form will help your manager in understanding how you like to be recognized, as well as give him or her ideas on what forms of rewards are meaningful to you.

Please complete the following questions that you feel comfortable answering:

1. What aspect(s) of your job do you like the most?

2. What kind of small gift would be most valuable to you (i.e.: practical, hobby-related, book, game, flavored coffee, food/snack, something fun, etc)?

CIRCLE Your Preferences in Questions 3 - 5:

3. Be given a special assignment as an independent contributor OR Lead a team?

4. Receive professional development opportunities OR be paired with a mentor?

5. Small Group Setting / Department Meeting / Public Stage / One-on-One / All

6. What name do you prefer to be called?

7. What do you like to do outside of work?

8. What type of books, movies or music do you enjoy?

9. Is there any information you would like to share about your family? Pets?

10. Please list any hobbies you have:

11. Do you have any career aspirations your manager can assist you with? (ex: becoming a supervisor or manager, pursuing a degree, being a mentor or mentee, etc)

Thank You!