Getting Started - Manager's

Name: Start date:

<u>Ex.</u>	I prefer to eat blueberries on my cereal.		X	I prefer to eat bananas on my cereal
Part I		←		
1	The workday typically follows a set schedule/routine.			The workday is typically free flowing with lots of change and flexibility.
2	Tasks and responsibilities are set.			Employees usually set their own priorities for completing assignments.
3	There are established procedures for completing work.			New ways of doing things to get work done are encouraged.
4	There are set deadlines and time constraints.			There are few deadlines and time constraints.
5	The work environment has set start and stop times.			The work environment has a great deal of flexibility on working times.
6	Communication with customers is via email.			Communication with customers is on the phone or in person.
7	Communication with co-workers is via email.			Communication with co-workers is on the phone or in person.
8	I prefer communication mostly via email.			I prefer communication on the phone or in person.
9	Most work assignments and projects are completed individually.			Most work assignments and projects are completed with others as a team.
10	There are regular meetings with me and the team.			There are meetings with me and team only when necessary.
11	HR is a quiet work enviornment where one can concentrate on			HR is a busy work enviornment where interruptions and
1.1	work with minimal interruptions.			conversations keep it exciting and challenging.
12	We need someone who knows the my job well and is highly competent in it.			We need someone who enjoys learning new things and building the ablity to do them well.
13	I give regular feedback.			I do not give regular feedback and may need to be asked for it.
14	We need someone who figures things out for themself and rarely asks for help.			We need someone who asks for help right away when they realize they need it.
15	I prefer people to avoid conflict.			I prefer people to step up to conflict.
16	We view criticism as de-motivating and harmful to working relationships.			We view criticism as helpful to improving oneself and appreciate those who give it to us.
17	I prefer that you ask before helping/sharing information with others.			I prefer that you to offer 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 to give specific direction on completing work assignments.			I prefer giving you assignments and letting you figure out how and when to complete them
20	We usually work on a single task/project at a time.			We ususally work on multiple tasks/assignments at a time.

<u>Par</u> ≻	t II. The specific skills and abilities employee brings to this job are:
>	The ways employee believes he/she can use those skills and abilitities right away are:
>	The skills and abilities employee will need to work on during the next year are:
>	Employee's ideas to develop these skills and abilities are:
>	The assignments/projects employee is most excited about beginning are:
>	The assignments/projects employee is least excited about beginning are:
>	Employee's reasons for feeling this way include:
>	Additional things employee shared with me:
>	Additional things employee asked me: