

E M A N C I P E T

PERSONAL INVENTORY

This Personal Inventory will help your supervisor learn more about your unique preferences and work styles so you can work together to achieve your personal and professional goals. Please take your time and answer these questions as thoroughly and honestly as you can. Your supervisor is the only person who will see the answers, and it will be kept in your confidential HR file.

NAME: _____ DATE COMPLETED: _____

Questions about Your Learning Style (read both questions before answering either)

1. When you are learning something new for the first time, how do you prefer to receive the information about the concept or how to accomplish the task? *Select all that apply.*

- Visual: I like to see someone demonstrate or watch a video first
- Reading: I like to read detailed information or instructions first
- Verbal: I like to receive instructions verbally first
- Discussion: I like to discuss the task or concept with someone and ask a lot of questions first
- Trial and Error: I prefer to just jump in and try it out
- Other:

2. Once you have received information about a new task or concept the first time, and you are trying out that new task or utilizing the concept, how do you prefer to approach it?

- I like to try it out with someone nearby to coach me through it
- I like to try it out on my own first, and get feedback about how I did without any coaching
- Other:

Questions about How you Show and Handle Stress

1. What are your tendencies when you are under pressure or stress that can be indicators to me that you are feeling overly stressed at work? *Select all that apply.*

- I may appear to be unusually quiet or non-demonstrative
- I may appear to be less productive or disengaged
- I may appear to be indecisive and hesitant
- I may appear to be especially stubborn or resistant
- I may appear to be unusually insensitive to the feelings of others
- I may appear to be unusually controlling, strict, or perfectionistic
- I may appear to be more defensive and sensitive than usual
- Other:

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2. What type of situations at work are most likely to stress you out?

3. When you are feeling stressed, what can you do that will help de-stress you in that moment?

4. Are there any practices or activities (such as exercise, yoga, spiritual practice, more sleep, etc) in your personal life that is effective in helping you manage stress overall? If so, what is it, and what is your desired commitment to that practice? Is anything blocking your ability to fulfill your commitment to that practice?

Questions about Motivators and Rewards

1. What opportunities are the most motivating to you (what would motivate you most to stay with the organization long-term)? *Please rank these in order of importance with 1 being most important to you.*

- Opportunities to earn higher salary or wages over time
- Opportunities for leadership roles or advancement
- Opportunities for professional development to learn new skills that will help me in this and other jobs
- Opportunities for personal development to help me achieve personal goals
- Opportunities to earn recognition for my contributions
- Other:

2. For you, what would be the most meaningful reward you could receive when your job performance exceeds your supervisor's expectations? Please describe in detail.

3. When you have achieved a major professional or personal milestone, how do you prefer to be recognized? *Select all that apply.*

- I prefer private recognition (e.g. handwritten notes)
- I prefer public recognition (e.g. e-newsletter announcements or public awards)
- I prefer staff-level recognition (e.g. awards or announcements at a staff meeting)
- I prefer tangible rewards tied to performance (e.g. bonuses tied to specific achievements)
- Other: