



TEAM IRVING

First and Last Name Kayla Perez

Preferred Name/Nickname Kayla

Job Title/Department Director of Events and Operations

Work Anniversary (MM/DD/YR) 01/30/2012

Birthday (MM/DD) 12/01

Would you like your birthday acknowledged/celebrated at work?

Yes No

COMMUNICATION PREFERENCES

Preferred communication style (rate in order with #1 being most preferred)

Email	1
Teams Chat	3
Text	6
Phone Call	5
In-Person	2
Scheduled Meeting	4

How do you prefer to receive feedback? (rate in order with #1 being most preferred)

In writing	3
In Person	1
In Real-Time	4
During Scheduled Meeting	2

When it comes to communication, I appreciate when people

are direct, consistent and kind



CELEBRATION AND RECOGNITION

Do you like public recognition (e.g. in meetings, newsletters, staff meetings, Board meetings)

_____ Yes _____ No

Favorite way to be appreciated:

Words of affirmation from Supervisor/Team	X
Quality time (e.g., coffee chat, 1:1)	
Public shout-out	
Staff email	
Small gifts (Starbucks gift card, cookie or treat delivery, etc.)	
Other	

FAVORITE THINGS

What is your favorite:

Sweet	chocolate chip cookie/vanilla milkshake
Savory	
Snack	chips and dip
Color	Purple
Coffee Shop	La La Land
Fast Food	Cane's
Restaurant	Chuy's
Places to Shop	Target
Sports Team	LSU Tigers/Dallas Stars



Beverage	Water/Coffee/Lemonade
Artist/Music Genre	Taylor Swift/Ben Rector
Author/Genre	Fredrik Backman/Emily Henry