



# TEAM IRVING

First and Last Name Kamya Smith

Preferred Name/Nickname \_\_\_\_\_

Job Title/Department Sales Manager

Work Anniversary (MM/DD/YR) 03/09/26

Birthday (MM/DD) 02/25

Would you like your birthday acknowledged/celebrated at work?  
\_\_\_\_\_ Yes X \_\_\_\_\_ No

## COMMUNICATION PREFERENCES

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

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

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

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

When it comes to communication, I appreciate when people ....

Are clear, honest, and respectful.



### CELEBRATION AND RECOGNITION

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

\_\_\_\_\_Yes      X   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	Cake
Savory	Pizza
Snack	Chips (Ruffles to be exact)
Color	Black
Coffee Shop	Starbucks
Fast Food	Chipotle
Restaurant	Texas Roadhouse
Places to Shop	Fashion Nova
Sports Team	Buffalo Bills



Beverage	Lemonade
Artist/Music Genre	Jazmine Sullivan
Author/Genre	Romance