



TEAM IRVING

First and Last Name _____

Preferred Name/Nickname _____

Job Title/Department _____

Work Anniversary (MM/DD/YR) _____

Birthday (MM/DD) _____

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	
Teams Chat	
Text	
Phone Call	
In-Person	
Scheduled Meeting	

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

In writing	
In Person	
In Real-Time	
During Scheduled Meeting	

When it comes to communication, I appreciate when people



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	
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	
Savory	
Snack	
Color	
Coffee Shop	
Fast Food	
Restaurant	
Places to Shop	
Sports Team	



Beverage	
Artist/Music Genre	
Author/Genre	