



TEAM IRVING

First and Last Name Amanda Adams

Preferred Name/Nickname _____

Job Title/Department Executive Administrative Assistant to RVP, Tom Meehan

Work Anniversary (MM/DD/YR) 02/15/2010

Birthday (MM/DD) 06/19

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	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



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	1
Quality time (e.g., coffee chat, 1:1)	4
Public shout-out	2
Staff email	3
Small gifts (Starbucks gift card, cookie or treat delivery, etc.)	5
Other	

FAVORITE THINGS

What is your favorite:

Sweet	Like almost every candy. (Do not like candy corn or twizzlers)
Savory	
Snack	Piece of fruit or chips and salsa (depends on the mood)
Color	Green
Coffee Shop	McDonalds coffee
Fast Food	Probably Chick-fil-A
Restaurant	Japan House or Longhorn's
Places to Shop	Amazon
Sports Team	Don't watch sports



Beverage	Vino/wine
Artist/Music Genre	Listen to almost everything. Christmas music probably my favorite.
Author/Genre	