Getting to know you: YOUR NAME

To establish a strong and productive working relationship, I’d like to learn more about your working styles and preferences. Please take some time over the next two weeks to respond to the following questions for us to use in our Getting to Know You conversation. At that time, I will also share some of my working preferences with you.

**Communication Preferences**

*How do you best learn? …*

Click here to enter text.

*How might your supervisor and colleagues help you to learn? To act? To assess? …*

Click here to enter text.

*How do you like to be challenged? …*

Click here to enter text.

*How do you like to be supported? …*

Click here to enter text.

*How do you like to receive feedback? …*

Click here to enter text.

*How do you like to be recognized? …*

Click here to enter text.

**Our Working Relationship**

*What’s the best thing I could do as your supervisor?*

Click here to enter text.

*What’s the worst thing I could do as your supervisor?*

Click here to enter text.

**My Personal and Professional Preferences and Characteristics**

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| **Strength**  *Please list what you consider to be your top 5 strengths* | **Comments**  *Does this strength “fit” with what you know of yourself? How does it show up in your work? How has this strength been an asset in your professional life? How has it been a challenge? How do you anticipate this strength might influence your work in this position?* |
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***Values***

All of us have personal values that deeply inform our leadership and professional practice. If you have previously considered and identified your values, please share them. I am interested in how these values influence you in your working life.

If you have not previously reflected on your values, you might wish to do so. Understanding and discussing values can be a helpful way to discover and articulate motivations, assumptions, and priorities. Here are a few online links to help you get started:

* [Mind Tools](http://www.mindtools.com/pages/article/newTED_85.htm)
* [Steve Pavlina.com](http://www.stevepavlina.com/articles/list-of-values.htm)

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| **Values** | **Interpretation and Comments**  *What does this value mean to you?*  *How does this value influence your work?* |
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