

WHO I AM - EMPLOYEE TEMPLATE

This is an example of a "Who I Am" for employee to complete and bring to one-on-one meeting with a new manager. This is just a guide - items can be modified to fit situation and management style.

Name _____

Position _____

I have been in this position since _____

What are the top 3 things we are doing well and should keep doing?

What are the top 3 big-picture problems/issues we should address?

What are the most important items we need to address in the next 60-90 days?

What makes you want to do a good job - what motivates you?

What strengths do you bring to your job?

Any area of your job that need improvement/more training?

What are hot button issues for you?