**Employee Profile Tool**

Name:

Date they started with the company/tenure?

Current Position:

3 Primary Role Responsibilities:

1.
2.

5 Key Performance Indicators:

1.
2.
3.
4.
5.

Next Position?

What Is Their Personality Profile (e.g., DISC, Predictive Index, MBTI)?

What makes them tick?

* Professionally
* Personally

What are their unique talents and abilities?

In what type of situations do they thrive?

What is the best way to motivate them?

What is the best way to give them constructive feedback?

In what areas do they need to grow/improve?

In what type of situations to they struggle?

Any significant personal events/issues that may affect them at work (short term/long term)?

Are they married or have significant other? If yes, what is the name of their partner?

Do they have kids? If yes, how many, names and ages?

What do they like to do with their free time?

Other pertinent info?