TEMPLATE 15

Team Member Profile

PURPOSE: *Capture what you know about each person so you can manage them as an individual, not a role.*

Team member: *Enter name*	**Role:** *Title*	**Start date:** *MM/DD/YYYY*	**Manager:** *Enter name*

WORK STYLE AND PREFERENCES

How do they like to receive feedback? Preferred communication style and channels? Recognition preferences (public vs. private)?

WORK STYLE AND PREFERENCES — NOTES

MOTIVATIONS AND DRIVERS

What energizes them? What does meaningful work look like for them? What do they want more (and less) of?

MOTIVATIONS AND DRIVERS — NOTES

STRENGTHS

Strength	How we put it to use

GROWTH AREAS AND GOALS

Where do they want to grow? What skills or experiences are they building toward?

GROWTH AREAS AND GOALS — NOTES

CAREER ASPIRATIONS

Where do they want to be in 1–3 years? What's the next role?

CAREER ASPIRATIONS — NOTES

PERSONAL CONTEXT (ONLY WHAT THEY CHOOSE TO SHARE)

Pronouns, working hours / time zone, important dates, anything that helps you support them.

PERSONAL CONTEXT — NOTES

KEY NOTES AND WATCH-FORS

Anything to remember: what works, what to avoid.

KEY NOTES AND WATCH-FORS — NOTES

> **Pro Tip:** Update this after every few one-on-ones. Managing people as individuals starts with actually remembering who they are.