

HR Pocket Advisor: “What Matters to Me” Template

Purpose: This form helps your manager understand how you like to work, be recognized, and receive feedback. Fill it out honestly so we can collaborate effectively.

1. Recognition & Appreciation

How do you like to be recognized for your work?

Examples: public praise, private acknowledgment, written notes, small gestures

What feels most meaningful when someone notices your contributions?

2. Feedback Preferences

How do you prefer to receive feedback?

Examples: in real-time, during 1:1s, written, casual check-ins

Are there ways of giving feedback that don't work well for you?

3. Working Style & Collaboration

What work environment helps you do your best?

How do you prefer to communicate?

Examples: email, chat, video calls, in-person discussions

Are there tasks or situations where you thrive or struggle that I should know about?

4. Motivation & Growth

What motivates you to do your best work?

Are there skills or areas you want to grow in this year?

5. Celebrations & Milestones

How do you like to celebrate achievements?

Examples: team shout-outs, small rewards, social events, quiet acknowledgment

Are there specific milestones or achievements that feel especially meaningful to you?

6. Additional Insights

Are there other things that are important for me to know as your manager?

How can I best support you to feel engaged, successful, and recognized?
