

# Guide to You

## New Hire Template

Name

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Position

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Location

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What are some honest, unfiltered things about you?

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What are three words that best describe you?

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What drives you nuts?

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What are your quirks?

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How can people earn an extra gold star with you?

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What qualities do you particularly value in people who work with you?

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What qualities do you particularly dislike in people who work with you?

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What are some things that people might misunderstand about you that you should clarify?

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What's the best way to communicate with you?

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What's the best way to convince you to do something?

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How do you like to receive feedback?

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Anything else you want to tell us about you?

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↓ Insert Photos