

{Full Name}'s user manual

This is a template - make a copy if you want to make one of these :)

Hey, I'm {First Name}! I'm a {Role} on {Team Name, hyperlinked to team wiki}.

I made this doc as a quick intro to who I am, what I care about, and how I'm most used to working and communicating. Think of this as a cheat sheet to understand my values and default tendencies.

Who I am

1. Pronouns: _____
2. [Background, hobbies, fun facts, etc.]

What I care about

1. [Personal values, why you joined FB, career goals, etc.]

My values in the workplace

1. [What you value when it comes to collaborating with others, how you define team / individual success, management principles if you're a manager, etc.]

My working preferences and default tendencies (I want to know and accommodate yours too!)

1. [How you normally like to work. What your communication style is, meeting preferences, writing versus chatting in person, etc.]

Self-perceived strengths:

1. [Things you believe you're good at based on self-perception and feedback from others]

Self-perceived areas to improve (I'm excited to grow more through all of your feedback!):

1. [Things you're actively working to get better at, at based on self-perception and feedback from others]

[This doc was written by [Hadar Dor: here's his user manual](#)]