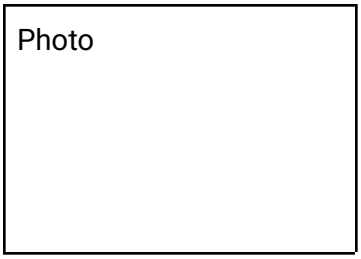
Full Name: Title

A guide to working with (preferred name) effectively



Linkedin:
Twitter:

Standard Operating Procedure

Hours:
Mon - Friday:

Each day from 11:12:30, I have lunch. My responses may be delayed during those times, and meetings in that time frame may have to be rescheduled.

Modes of Communication:
Slack: (slack name) I should reply within the hour
Email: (email) I should reply within the day
Text: (cell) Only incase of emergency or for funny GIF

My weekends and vacations are sacred, so please only reach out during this time in case of emergency.

Me at work
I am a hard worker who appreciates constructive criticism and honest feedback. To me, communication is key for a healthy and productive working relationship. Further, I appreciate a collaborative, organized, and understanding work environment.

I also love connecting with my coworkers on a personal level. I enjoy cracking jokes and casually conversing with coworkers between work-related interactions. I believe that empathy and friendship between coworkers greatly improves the working experience. For this reason, I prefer Zoom/Google Hangouts over phone calls and emails.

Troubleshooting

As a XX, I will be working with XX and XX to help with XX. Since I will be learning a bit on the job, I would love all of the instruction I can receive! I will try my best to be transparent about what I can and cannot do, and will ask for help when needed. When I get frustrated or stressed I XX. When this happens the best thing to do is XXX.

About Me

You know the drill on these. Include personality.

Fun Facts

- Anything Thai is my favorite food
- I studied archeology abroad in Greece last summer
- I can touch my elbows behind my back
- My star sign is Aquarius, if that means anything :)
- My music taste is stuck in the early 2000s
- I believe that sweatpants should be the new jeans
- I can sing every line of Book of Mormon and Monty Python