My Values

Recognition and
Acknowledgement
based on my
Values

Feedback and
Support
based on my
Values

My Job Values

1. _____

_____ ____%

_____

2. _____

_____ ____%

_____

3. _____

_____ ____%

_____

4. _____

_____ ____%

_____

5. _____

_____ ____%

_____

Job Values
(supervisee #1)

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

5. _____

_____

Job Values
(supervisee #2)
...one that you are having some challenges with

1. _____

_____

2. _____

_____

3. _____

_____

4. _____

_____

5. _____

_____

Value Based Feedback

Write below how could give feedback to
Supervisee #2
based on one of his/her values?

For example:
Current challenge: Getting billing in on time.
Value: Influence People *(defined as: being in a position to change attitudes or opinions of other people)*
Feedback help: I would like to find a way to remind myself that my love for changing attitudes (as displayed through my desire to do trainings) can also be realized in the way that I write up my billing… by thinking of the people who are reading my progress notes.

Current challenge: _____
_____
_____
_____

Value: **(1 of the 5 values selected that might help to address the challenge)**

_____

Feedback help: _____
_____
_____
_____

<u>Ways I Feel Appreciated At Work</u>

Circle the following way(s) that you like to be recognized and Cross out the ways that you do not like to be recognized

1) an email that only I receive

2) an email for me that cc's my supervisor's supervisor

3) an email for me that cc's my co-workers

4) a handwritten note

5) a one-on-one conversation

6) food or coffee

7) a small token of appreciation

8) an announcement made in front of others

9) getting to spend some time with my supervisor
(a walk, going out to lunch)

10)other:_____

11) other:_____

12) other:_____

Name:_____

Value Based Recognition/Appreciation

Write below how would you like someone to recognize you based on two of your values?

For example:
I value: Independence *(defined as: able to determine nature of work without significant direction from others. Not have to follow instructions or conform to regulations)*

How I would like to be recognized: I would like my supervisor to acknowledge that they understand my values and recognize me by letting me do my work on my own and checking in with me to see how things are going rather than pre-determine exactly how I should do a project.

1) I Value: _____
How I would like to be recognized based on that value: _____

_____

_____

_____

2) I Value: _____
How I would like to be recognized based on that value: _____

_____

_____

_____