

AMY ONE PAGE PROFILE

What others like and admire about me...

Focused,
Inspirational
Committed
Loyal
Honest



What is important to me at work...

- To have a job that compliments my values and where I believe in what I'm doing.
- To be able to make decisions and use my skills.
- To have variety - a good mixture of getting things done and enjoying what I'm doing.
- To have a work - work - life balance where I can distinguish between both jobs and home.
- To know what I'm doing, achieve things and have a reasonable amount of pressure / challenges.
- To do things well and properly and know where what I'm doing fits into the bigger picture.
- To have regular contact with other people I know, trust and can rely upon.
- To have structure to my working week and know what is planned in advance.

How to best support me...

- I need to be able to feel that work and home is as separate as possible - bear in mind times for contact and amount of tasks / emails sent.
- Tell me there and then if I haven't done something right and help me to know what I need to do to correct anything - as if you were talking to a friend!
- Allow me to clarify things I find vague "beating about the bush" conversation hard to digest. So if possible - say it like it is.
- Give me plenty of notice of work and as much background info as possible so I can see the bigger picture and allow me to ask lots of questions, I like to know finer details.
- Walk your talk and lead by example so I can follow - a lot of my respect is formed this way.
- Checklists and systems work for me so sharing anything and seeing how others do it is really helpful.
- Technical tasks like using PowerPoint can be a challenge for me so I need help setting up and organising this and working it through.
- I am unable to second guess what people are thinking or doing so let me know.
- Tell me what I can and can't share with others, I like each area of work to benefit from the other work I'm involved with and experiences I'm getting.