**[NAME] - Work Portrait**

**Context**

Work portraits are now a widely-used business tool. They’re a modern replacement for personality tests, allowing you to garner useful information about an employee’s goals, growth opportunities, and how they like to be managed. It’s also a useful exercise for employee self-reflection, and works well in tandem with a personal growth plan. They should be written from the employee’s perspective.

We recommend making work portraits publicly accessible to all employees. They help build mutual understanding, leading to stronger communication and collaboration.

# Goals

*List medium (1-year) and long term (5- or 10-year) professional goals. It’s okay that it will likely change and evolve, the important thing is that you try to think about what success looks like for you. Here are some guiding questions.*

* *In 10+ years, when recruitment headhunters reach out, what position will it be for?*
* *In 10+ years, when you’re invited to deliver the keynote presentation at a conference, what will the conference be and what will you talk about?*
* 1-year goal:
* 5- or 10-year goal:

# Superpowers

*List your top ~3 superpowers. These are your biggest strengths; the hard or soft skills that stand above the rest. When we use our superpowers, we tend to feel competent and energized, time flies by, and we don’t want to switch to other tasks.*

* Superpower 1
* Superpower 2
* Superpower 3

# Weaknesses

*List your top ~3 weaknesses. These are the things you don’t consider yourself strong at. They could be a skill, a task, a situation, a personality trait, etc. For each, note whether the weakness drags down your superpowers, if at all. These are opportunities for growth.*

* Weakness 1
* Weakness 2
* Weakness 3

# Work style

*Describe how you work best. How do you prefer to communicate (written, in person, tasks, etc)? What does your daily routine look like? Include quirks, habits, preferences that you’d want your colleagues to know and take into consideration when working with you.*



# Preferred management style

*Do you have a preferred management style? Is there anything you’d like your manager to hold you accountable to? Anything your past managers have done that worked well for you?*