

# Employee Information Sheet

Capture key details to better connect, recognize, and engage your team.

Name		Start Date	
Birthday		Work /Team Anniversary	

## Family & Personal Life

Spouse/Significant Other (Name & Anniversary)	
Children/Grandchildren (Names & Ages)	
Pets (Names/Type)	
Other Important Details	

## Interests & Favorites

Hobbies/Interests	
Sports/Teams	
Favorite Food/Restaurant	
Favorite Candy/Snacks	
Dietary Restrictions/Allergies	

## Recognition & Appreciation Clues

Recognition Style (Public/Private)	
What Motivates Them	
Things They Value (time off, flexibility, growth, etc.)	

## Other / Additional Information

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