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**Employee Persona Card Template**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | **GOALS, PREFERENCES & NEEDS** |  | **CHALLENGES AND OBSTACLES** |
| *[Career Goals, Current Challenges]*  *[Work Preferences (e.g., environment, tools)]*  *[Learning and Development Needs]* | *[Current Professional Challenges]*  *[Personal Obstacles Impacting Work]*  *[Areas for Improvement and Development Needs]* |
|  |  |
| **BASIC INFORMATION** | |
| **Persona name** | |
| *[Add persona name]* | |
| **Age** | |  |  |
| *[Add age]* | | **PERSONALITY & WORK STYLE** | **WHAT COLLEAGUES SAY ABOUT THEM** |
| **Gender** | | *[Personality Traits (e.g., work and communication style)]*  *[Strengths, Weaknesses, Motivators]* | *[General Impressions from Peers]*  *[Strengths as Noted by Colleagues]*  *[Areas for Improvement Suggested by Team Members]* |
| *[Add gender name]* | |
| **Role/Position** | |
| *[Add role name]* | |
| **Department** | |
| *[Add department]* | |
| **Years of experience** | |
| *[Add years of experience]* | |
| **Education level** | |
| *[Add education level]* | |

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