

# EMPLOYEE RELATIONSHIP ROADMAP

A guide to understanding, connecting with, and empowering your offshore team member.

At Atticus, we believe that strong relationships are the foundation of successful partnerships. Culture alignment, trust-building, and understanding each other's work styles are key to collaboration, open and supportive work environment, and meaningful relationships.

This discovery form is part of your relationship roadmap: designed to help you, your manager, and team understand how to work best together, what motivates you, how to communicate effectively, and how we can best support you to succeed. By taking time to answer these questions honestly, you help your manager and your team get to know you as a person, build trust faster, shorten your integration with the organization, and create a work environment with less miscommunications and both sides are happy.



## Employee Guide

[First Name, Middle Initial, Last Name]

[Email]

### Family Background

Share any information that you are comfortable to share and you feel gives some insight to who you are outside of work. These could be any detail, such as but not limited to - marriage status; if you have children; are you living in the city; are you the eldest, middle or youngest in the family; do you live with elderly.

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### Activities after work or on weekends

What do you like doing on your free time?

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### Favorite food or cuisine

If you had any

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### Places you'd like to visit

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### Professional dreams and aspirations

(e.g. become a Team Leader, a Delivery Manager, a Solutions Architect, a Senior Consultant; be promoted every 2-3 years)

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### Sports you play

Are there any individual or team sports that you play? If none, what's a sport that you'd like to learn?



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### Places you've been to



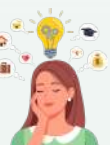
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### Personal dreams and aspirations

These could be anything - e.g. build your own home, buy your first car, farm to table lifestyle, have a baby, etc.



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### Motivators

What drives you to be 100% everyday?  
\*Para kanino or saan ka bumabangon?

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## Work Preferences

Each individual works best under different conditions. Allowing your leaders and team know these things about you this helps them tailor management and communication styles with you so that you both contribute to a healthy work environment and high engagement.



### How do you build relationships?



- ☐ I'm an introvert who gets adopted by extrovert
- ☐ I'm an extrovert and I'll go around the room to introduce myself at parties
- ☐ I take time to observe and start small before getting to know others
- ☐ Other: \_\_\_\_\_

### Conditions I like to work in

- ☐ I like working in an isolated and quiet space where I can focus with just music on the background
- ☐ I work best in fast-paced environments and when I'm under pressure and pressed for time
- ☐ I like solving problems and doing puzzles
- ☐ I work best when I have time to think things through and really plan all the small details
- ☐ Other: \_\_\_\_\_



### How do you learn best?

- ☐ I'm an auditory learner and absorb things best when I listen to instructions
- ☐ I'm a visual learner and absorb things best when I watch videos or watch things get done
- ☐ I learn best doing things when I try them out and experience it firsthand
- ☐ I learn best when I read through manuals or written guidelines and instructions
- ☐ Other: \_\_\_\_\_

### Hours I like to work



- ☐ I'm a structured person and work within 9-5
- ☐ I need short breaks in between and maximize my productive time instead
- ☐ I am flexible but I have set boundaries and make sure that I have personal time for the things I like to do - e.g. always have lunch/dinner with family, take out my kids on weekends, play sports after work, etc.
- ☐ Other: \_\_\_\_\_

### How I need to be supported

- ☐ I like working independently and will reach out for any questions or assistance when needed
- ☐ I need to see the big picture, full context, and details for any assigned work
- ☐ I need regular cadence for continuous alignment and clear instructions when working
- ☐ Other: \_\_\_\_\_



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## Communication Preferences

Communication is where most offshore relationships succeed — or fail. Clarity, tone, and cultural awareness matter.



### What communications works best with you and what do you prefer?

- ☐ I prefer to jump on calls to talk things through and avoid potential miscommunications in chats
- ☐ I prefer detailed emails but will jump on a call when necessary
- ☐ I prefer chats via Slack, MS Teams, etc. over emails
- ☐ Make small talk with me and ask about how I'm doing before getting down to business
- ☐ Get straight to the point and don't sugarcoat what needs to be said, but remain respectful
- ☐ I'm a bit sensitive and may take some time to digest what's been said before I'm able to react – take out the emotion out of the message. Say it straight but say it gently.
- ☐ Other: \_\_\_\_\_

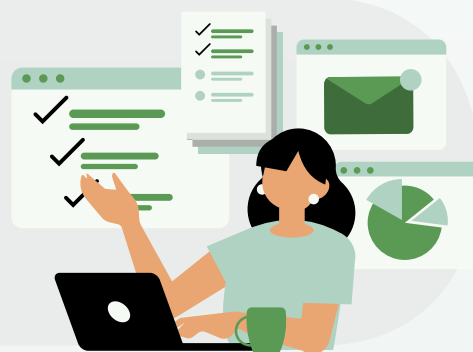
## How do you prefer receiving feedback?



- ☐ Tell it to me straight. Don't beat around the bush and don't sugarcoat.
- ☐ Praise me in public, reprimand me in private. I'll accept every feedback, but keep the conversation private if I need to be called out for something I've done wrong.
- ☐ Praise me in public, but praise me privately as well. One-on-one conversations to me means that the recognition isn't just lip service.
- ☐ I need immediate and regular feedback on things I've done well and my opportunities for improvement. I'll ask for this so please be ready as I use it to constantly grow personally and professionally.
- ☐ I thrive in recognition, even for the small things. This lets me know that my efforts don't go unnoticed.
- ☐ I need time to absorb feedback. Give me time and let me process it on my own. I may not be able to immediately respond or share my thoughts, but I'll be thinking about it and will definitely take action
- ☐ I have high emotions and may react immediately to feedback. It doesn't mean that I don't accept it, but I need time to process things so that I can respond back more reasonably.
- ☐ Other: \_\_\_\_\_

## Personal preference at work

These are unique quirks that you have when you work, including habits and challenges.



### Things you need to function everyday

- ☐ I need to do my journals so that I can reflect on myself and my actions.
- ☐ I need a coach that will listen to me but will still challenge me everytime.
- ☐ I always need to see the bigger picture. This helps me think and align myself and all my actions.
- ☐ I need a "To Do" list that I can tick off and help me prioritize for the day or for the week.
- ☐ Other: \_\_\_\_\_

## Things you struggle with

- ☐ I'm uncomfortable with confrontation so help create a safe space for me to talk and raise issues.
- ☐ I know what I want and I'm driven so sometimes that makes me demanding in the POV of others.
- ☐ I'm impatient and want things done immediately so I sometimes find it challenging working with other who may not be on the same pace as me.
- ☐ I need data to make decisions. I can't always give answers immediately.
- ☐ I can be very passionate about things and this can sometimes be misconstrued as frustration (which is almost likely not the case).
- ☐ Other: \_\_\_\_\_

