About the Document

name	**SD-ALL-4900-M. Staff Profile Form**
owner	HR
access & use	All Staff
what it is	A tool for helping us learn more about the people we work with and the skills we each have to offer
used with	Where a completed example of this form would be helpful, refer to: ◆ *SD-ALL-4900-E. EXAMPLE. Staff Profile Form*

Working with the Document

◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.

◆ Table cells will expand to accommodate any length of text.

Instructions

Please note:

◆ Some of the fields in the **Staff Profile Form** are optional and do not need to be completed; they are marked accordingly.

◆ The profile form was created to let us get to know everyone on a more personal level, but we absolutely respect the fact that you may not be comfortable providing all the information in the form.

◆ If you do include optional information, we ask that you keep it appropriate for viewing by all Company staff.

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Document Owner: HR

Last Updated: <insert date>

This template is included in the ConnectsUs HR™ Toolkits.

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