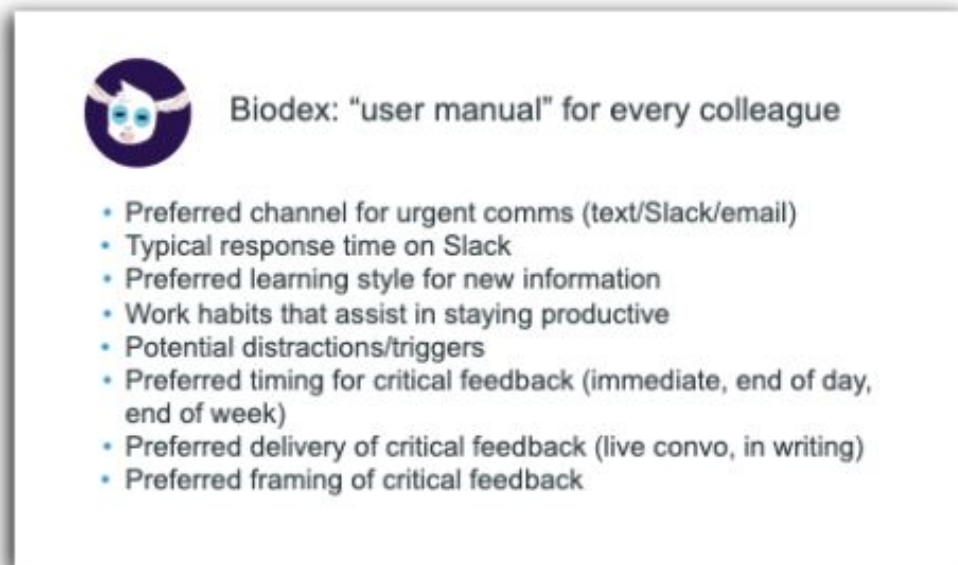


The Biodex - A User Manual For Every Teammate

The Biodex is a user manual for every teammate, designed to empower diverse teams to work efficiently and effectively together. In any organization, when new colleagues join a team, there is a getting-to-know-you period which can be stressful and inefficient for the group as a whole while people figure out how to work with each other. This is especially true for diverse teams where colleagues can represent a wide range of work experiences, social norms, or learning styles, and even more so for distributed teams where “reading” a team member’s reaction or walking over to their desk to get a response is not an option.

Two years ago, a team member at Ultronauts posed a simple question “wouldn’t it be great if everyone had a user manual for how to work with them?”. That question led to the creation of the Biodex, a simple tool that contains 28 data points about each team member to help colleagues understand how to best work with them.



Some of the data points are very straightforward and useful for any remote team - e.g. “communication channels in order of preference” (Slack, email, Google Hangout), “typical response times by channel”. Other data points get to the heart of working on a diverse team where colleagues may not have shared work experiences, social norms or learning styles - e.g. “habits that assist staying focused at work” or “triggers that cause stress or anxiety” or “preferences for receiving critical feedback”. Additionally, some data points are broken down to provide a more nuanced picture - e.g. feedback preferences are described in terms of timing (in the moment vs end -of-day or

end-of-week), delivery (delivered in a live conversation vs shared in-writing and then followed up with a live conversation) and framing (introduced using a specific phrase that makes critical feedback easier to hear).

The Biodex initially took the form of a shared Google Doc linked to each team member's Slack user profile and is now being developed into a Slackbot and a Teams bot that can be shared outside the company. Today, every Ultronaut has a Biodex and it functions as a quickstart guide for colleagues. So whenever team members are assigned to a new project, one of the first things they do is to look at each other's Biodices. Now, when a new project kicks off, the team already knows quite a bit about each other and can hit the ground running. Wouldn't every team benefit from having a Biodex? We think so!

Example: Jamie

Contact

- **Preferred work times:** 9:00am - 5:00pm EST
- **Time Zone:** Pacific Time
- **Best three means for work contact:** 1) email 2) Slack 3) Hangouts
- **Typical response time:** Immediate if within typical work hours or pre scheduled. Otherwise I will respond the following work day.
- **If I don't respond, it's best to:** Call me on Hangouts or by phone # if urgent.

Work

- **Preferred type of work:** Testing! I enjoy spreadsheets, data entry, breaking things, fixing things, analytics, editing, research. I am currently involved in API Testing, Automation, VR Testing, Streaming and Box Top Testing.
- **Traits/Attributes that might affect work:** N/A
- **Open to colleagues contacting with work questions:** Yes!
- **Preferred learning style:** interactive, I learn best by screenshares and following along
- **Specific skills:** I work well with anything involving pattern recognition. Healthcare industry experience. Management experience. Accounting, Website Design & Development (spec. WordPress), Proficient in all Microsoft Office and Adobe programs, Maya 3d
- **Work habits that assist:** Earlier meeting and work schedules.

- **Ways supervisor and colleagues can assist:** Explain why a project is important, or specific details. I'm highly motivated by new challenges and understanding concepts.

Feedback

- **Public Praise:** Yes
- **Timing** (for critical feedback): Immediately or asap.
- **Delivery** (of critical feedback): Privately
- **Framing** (of critical feedback): N/A

Other

- **Potential distractions/triggers:** Feedback and background noises
- **Special needs:** ASD, needs are self managed
- **Comfortable speaking to a group?** Yes
- **Interesting fact(s):** I recently moved across the country from Texas to Oregon. I officiated high school volleyball, basketball, softball and baseball in Texas. I designed, developed and run a website on Autism Acceptance, it feeds my hobby of working in Photoshop and Premier. I have two kids and one cat. I love video games.