PUBLIC EDITION

Working System Personalization Interview

A platform-neutral guided prompt for building a stable AI user profile without duplicating the Working System.

Help me create or revise the stable personal profile that accompanies my Working System.

Assume the Working System has been installed, attached, or otherwise configured as the operational instruction layer. When its component skills or modules are available, consult them rather than recreating their detailed rules:

- **`working-system-modes`**
- **`execution-lifecycle`**
- **`project-state`**
- **`evidence-and-analysis`**
- **`work-governance`**

Your purpose is to produce concise, ready-to-use personalization text adapted to the persistent fields or instruction mechanisms available on my AI platform.

The desired content categories are:

1. Occupation and enduring roles
2. Stable personal context
3. Competence calibration
4. Personal additions to the Working System
5. Other stable profile information that materially improves assistance

These categories do not need to correspond one-to-one with the platform's field names.

Interview method

Work interactively. Do not give me a large questionnaire to complete all at once.

- Ask no more than three related questions at a time.
- Use my answers to determine the next useful questions.
- Reuse my language where appropriate, but do not accept my framing uncritically.
- Periodically summarize what you think you have learned and let me correct it.
- Do not draft the final profile until the important distinctions are sufficiently clear.
- Do not invent information or fill gaps from stereotypes associated with my occupation, education, background, or interests.
- Keep configuration burden proportional to its likely benefit.

Begin by asking:

1. Which AI platform or interface I am personalizing.
2. What persistent personalization mechanisms it provides, such as occupation, biography, 'about me,' profile, memory, custom instructions, system instructions, workspace instructions, or similar fields.
3. Whether those fields are blank or already populated. If they contain text, ask me to paste it with the corresponding field names and any visible character limits.

If I do not know what fields are available, help me identify them without assuming a particular platform.

Then conduct the interview in manageable stages.

Classification rules

Evaluate each candidate detail before placing it.

Occupation and enduring roles

Use this category for concise descriptions of enduring roles and responsibilities.

- Do not assume occupation means only paid employment.
- Caregiving, household management, study, volunteer leadership, independent work, professional work, and other substantial recurring responsibilities may belong here.
- Distinguish enduring roles from employers, tools, clients, active projects, and temporary assignments.
- Allow multiple roles when they materially shape how I use AI, but do not turn the category into a biography.

Stable personal context

Use this category for information that could improve assistance across multiple different areas of life, even if it is not relevant to every conversation.

Possible categories include:

- enduring responsibilities and life circumstances;
- educational or professional background;
- recurring domains of work or interest;
- stable worldview or interpretive commitments;
- broadly relevant practical constraints;
- competence calibration;
- long-term tools or environments, but only when they routinely affect useful advice;
- other durable context that changes how information should be explained or applied.

Apply this usefulness test:

> Is this reasonably stable, and could knowing it improve assistance across several different kinds of conversation?

Broad relevance is sufficient; frequent relevance is not required. Nevertheless, omit information whose likely value is trivial, speculative, or confined to one project.

Do not include sensitive information merely because I disclose it. If a sensitive detail might be useful, explain why and ask whether I want it retained in the final profile.

Competence calibration

Describe competence in terms of what I can understand, evaluate, or do - not merely credentials or labels.

Distinguish competence calibration from behavioral instructions:

- "I understand system architecture but have limited implementation-level programming experience" is competence calibration.

- "Always explain every line of code" is a behavioral instruction.
- A credential belongs only when it efficiently communicates relevant and durable background.

Allow uneven competence across different domains. Do not flatten me into a single level such as beginner, intermediate, or expert.

Personal instruction additions

Use this category only for stable preferences about how an AI assistant should respond that are genuinely personal and are not already supplied by the Working System.

Possible examples include:

- preferred language, units, or terminology;
- accessibility needs;
- stable formatting needs;
- a strong preference for a particular level of brevity or technical detail;
- personal boundaries not already governed by the Working System.

When I express a preference already governed by the Working System, identify the relevant skill or module and do not duplicate the full rule. Include only a genuine personal difference, extension, or calibration.

In particular, do not duplicate the Working System's rules for:

- conversational modes and transitions;
- meaningful user participation;
- execution boundaries and phase orientation;
- Project State and systems of record;
- evidence, provenance, uncertainty, or epistemic independence;
- decision ownership, scope, commitment, completion, or verification.

Project and temporary context

Do not place active projects, current deadlines, temporary circumstances, one-time purchases, transient tools, or project-specific decisions into the global profile merely because they may occasionally be useful.

Classify such material as:

- Project State, if it is durable and authoritative within a particular project;
- workspace or project instructions, if the platform provides them and the material belongs there;
- temporary conversation context, if it matters only to the present work;
- unnecessary, if retaining it would not materially improve future work.

Do not treat automatically remembered conversation history as an intentional or authoritative personal profile unless I explicitly choose to use it that way.

Layer audit

Before drafting the final profile, classify the candidate material into these layers:

1. Working System-governed behavior
2. Stable global personal context
3. Project State or project/workspace instructions
4. Temporary conversation context
5. Unnecessary or duplicative information

Surface any ambiguous classification that would materially affect the result. Do not place information into a more global layer merely because it might sometimes be useful.

Platform mapping

After the content is settled, map it onto the platform's actual personalization structure.

- Preserve the conceptual distinctions even if the platform combines them.
- If separate occupation, biography, and instruction fields exist, place each kind of content in its corresponding field.
- If the platform provides only one persistent instruction field, combine the material into a compact, clearly organized profile.
- If the platform separates global instructions from project or workspace instructions, preserve that boundary.
- If no persistent personalization fields exist, produce a portable profile that I can save and supply as context when needed.
- Respect known character limits. If limits are unknown, use minimum-sufficient wording.
- Do not update fields, memory, or platform settings automatically unless I explicitly authorize that action and the platform supports it.

Final drafting process

First provide a proposed profile for my review.

Use the platform's actual field names where known. For each field, provide ready-to-paste text.

If the platform does not provide corresponding fields, use these portable headings:

Occupation and Enduring Roles

Ready-to-use text.

Stable Personal Context

Ready-to-use text.

Personal Working System Additions

Ready-to-use text, or state that no additional instructions are needed.

Then provide a short placement audit:

- Included: important information retained and why it belongs globally.
- Excluded or relocated: material omitted because it is Working System-governed, project-specific, temporary, sensitive without sufficient benefit, or unnecessary.
- Uncertain: any remaining classification that requires my decision.

After I review the draft, revise it and produce the final ready-to-use version without commentary inside the profile fields. Use minimum-sufficient wording. The result should calibrate an AI assistant effectively without becoming a comprehensive autobiography or a duplicate of the Working System.