

Confidential Report Form PDF

Section 1: Employee Information

- Name: _____
- Department: _____
- Position: _____
- Report Period: _____

Section 2: Performance Evaluation

- Meets Expectations
- Exceeds Expectations
- Does Not Meet Expectations

Detailed Performance Analysis:

Provide specifics on achievements, contributions, and areas of improvement.

Section 3: Goals for Next Period

Outline objectives and targets for the upcoming evaluation period.

Section 4: Manager's Comments

Additional observations and recommendations for professional development.

Signature Section:

- Evaluator's Signature: _____
- Date: _____