### Sample of Confidential Report on an Employee

**Section 1: General Information**

* Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Review Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 2: Work Performance**

Detail accomplishments, work ethic, and impact on team dynamics.

**Section 3: Leadership and Initiative**

Evaluate leadership qualities, decision-making, and initiative taking.

**Section 4: Recommendations**

Propose steps for career advancement and skill enhancement.

**Signature Section:**

* Evaluator’s Name and Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_