

# 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: \_\_\_\_\_