Company Name

Logo placeholder

# EMPLOYEE weekly Status report

## Employee information

|  |  |  |  |
| --- | --- | --- | --- |
| Employee name | Enter employee name | Employee ID | Enter employee id |
| Department | Enter department | Manager | Enter manager |
| Report start date | Enter start date | Report end date | Enter end date |

## Short-term action items

|  |  |  |
| --- | --- | --- |
| Action item | Due date | Status |
| Enter action item 1 | Enter due date | Enter status |
| Enter action item 2 | Enter due date | Enter status |
| Enter action item 3 | Enter due date | Enter status |
| Enter action item 4 | Enter due date | Enter status |
| Enter action item 5 | Enter due date | Enter status |
| Enter action item 6 | Enter due date | Enter status |

## Long-term goals

|  |  |  |
| --- | --- | --- |
| Goals | Due date | Progress |
| Enter goal 1 | Enter due date | Enter progress |
| Enter goal 2 | Enter due date | Enter progress |
| Enter goal 3 | Enter due date | Enter progress |
| Enter goal 4 | Enter due date | Enter progress |
| Enter goal 5 | Enter due date | Enter progress |
| Enter goal 6 | Enter due date | Enter progress |

## Accomplishments

Enter accomplishments

## Concerns

Enter concerns