

Employee Progress Assessment

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Job Title]

Manager Name: [Insert Manager Name]

Assessment Period

[Insert Start Date] to [Insert End Date]

Performance Overview

[Provide a brief overview of the employee's performance during the assessment period]

Strengths

- [Insert Strength 1]
- [Insert Strength 2]
- [Insert Strength 3]

Areas for Improvement

- [Insert Area for Improvement 1]
- [Insert Area for Improvement 2]

Goals for Next Assessment Period

[Outline goals that the employee should work towards in the next assessment period]

Additional Comments

[Insert any additional comments or observations]

Employee Acknowledgment

I, [Employee Name], acknowledge that I have received this assessment.

Signature: _____

Date: _____

Manager Comments

[Insert comments from the manager]

Manager Signature: _____

Date: _____