# *Employee Status Report*

## Weekly 1:1

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| Employee Information | | | | | | | | | |
| Employee Name: | |  | | | |  | | |
| Department: |  | | | | Manager: | |  | | |
| Report Start Date: | |  | Report End Date: | | | |  | | |
| Short-Term Action Items/Projects | | | | Due Date | | | | Status | |
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| Long-Term Goals/Projects | | | | Due Date | | | | Progress | |
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| Accomplishments | | | | | | | | | |
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| Barriers to Success | | | | | | | | | |
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