# *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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