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EMPLOYEE ACTIVITY REPORT

For the Period: Date of Report:_____

From: ____ / ___ / ___ To: ____ / ___ / ___

Month/Day/Year Month/Day/Year

Employee Name:_____

Title:_____ Department:_____

Reviewer:_____ Status: r Full Time r Part Time r Seasonal

Length of Time in Position: _____ r Hourly r Salaried

The purpose of this form is to give you an opportunity to provide your Reviewer with information that is important to your job performance and self-development. This information will assist your Reviewer in evaluating your performance and in discussing your job with you. Be as objective as possible in answering the questions below.

Describe your accomplishments and activities in meeting your job responsibilities for the time period indicated above.

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If you accomplished something particularly signiœcant that is job-related but not speciœcally within the context of your position, please describe that accomplishment.

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Describe any self-development or training activities you participated in over the last twelve months.

Describe the progress you have made to meet your goals for this review period. Detail any circumstances that may have affected the outcome.

List your goals for the next review period. Consider any previously established goals that need to be revised.

PLEASE ATTACH ADDITIONAL SHEETS OF PAPER IF NECESSARY.

r **I decline the opportunity to provide the above information to my reviewer.**

Employee Signature: _____ Date: _____

Submitted To: _____

Attachments: r Performance Appraisal r Managerial Performance Appraisal r Supplemental Pages r None

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