## Employee Status Report

# IT Department

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| Employee Information | | | | | | | | | |
| Employee Name: | |  | | | | Employee ID: | | |  |
| Department: |  | | | | Manager: | |  | | |
| Report Start Date: | |  | Report End Date: | | | |  | | |
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| Short-Term Action Items | | | | Due Date | | | | Status | |
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| Long-Term Goals | | | | Due Date | | | | Progress | |
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| Accomplishments | | | | | | | | | |
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| Maintenance / Security Audits (Describe work performed and on which systems) | | | | | | | | | |
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| Concerns | | | | | | | | | |
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