

Accomplishment Report for Government Employees

[Department/Agency Name]

[Office Address]

[City, State, Zip Code]

Date: [Insert Date]

Employee Name: [Insert Employee's Name]

Position: [Insert Position]

Reporting Period: [Start Date] to [End Date]

Objectives for the Period:

- [Objective 1]
- [Objective 2]
- ...

Accomplishments:

- [Accomplishment 1]
- [Accomplishment 2]
- ...

Performance Metrics:

Indicator	Target	Achieved	Comments
[Indicator 1]	[Target 1]	[Achieved 1]	[Comment 1]

[Indicator 2]	[Target 2]	[Achieved 2]	[Comment 2]
...continue for all indicators...			

Challenges Faced and Resolutions:

Challenge: [Describe challenge]

- Resolution: [Describe resolution]

Future Objectives:

- [Objective 1]
- [Objective 2]
- ...

Signature of Employee: _____

Signature of Supervisor: _____

Date: [Insert Date]

Completion Confirmation: ☐