**Employee Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** | [Employee Name] | | |
| **Employee ID:** | [Employee ID/Number] | **Position/Title:** | [Employee’s Position or Title] |
| **Department/Team:** | [Employee’s Department or Team] | **Supervisor/Manager:** | [Supervisor or Manager’s Name] |

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| --- | --- | --- | --- |
| **Personal Information:** | | **Education and Qualifications:** | |
| **Date of Birth:** | [Employee’s DOB] | **Higher Education Level:** | [e.g., Bachelor’s Degree, Master’s Degree etc.] |
| **Contact Information:** | [Email] | **Field of Study:** | [Employee’s Field of Study] |
| **Phone:** | [Phone] | **Institution Attended:** | [List of Institutions] |
| **Address:** | [Address] | **Certification/Licenses:** | [Any relevant certification/License] |

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| --- | --- | --- | --- |
| **Skills and Expertise:** | | **Professional Experience:** | |
| **Technical Skills:** | [List of technical skills possessed by the employee] | **Previous Employment:**  **Duration:** [Start Date - End Date] | **Company:** [Previous Company Name] |
| **Soft Skills:** | [List of soft skills possessed by the employee] | **Position:** [Previous Position Held] |
| **Languages:** | [List of languages spoken and proficiency level] | **Responsibilities:** [Brief description of responsibilities] |
| [Add additional previous employment experiences as needed] | |

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| --- | --- | --- | --- |
| **Achievements and Awards:** | | **Career Goals and Aspirations** | |
| **Professional Achievements:** | [List any professional achievements or recognitions] | **Short-Term Goals:** | [Employee's short-term career goals] |
| **Employee Awards:** | [List any awards or accolades received by the employee] | **Long-Term Goals:** | [Employee's long-term career aspirations] |

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| --- | --- | --- | --- |
| **Development Needs:** | | **Additional Information:** | |
| **Areas for Improvement:** | [Identify any areas where the employee seeks improvement or development] | **Interests and Hobbies:** | [Employee's interests and hobbies outside of work] |
| **Training and Development Preferences:** | [Employee's preferences for training and development opportunities] | **Professional Associations:** | [List any professional associations or memberships] |

**Supervisor/Manager Comments:**

[Space for supervisor or manager to provide comments or feedback on the employee's talents, skills, and development needs.]