Human Resources

Annual Report

June 1, 20XX

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| **Task** | **Completed** |
| Monthly Newsletter | Done |
| Employee Manual | Done |
| Professional Development Workshops | Done |
| Update company forms | Done |
| Filing system set up for employee records | Done |
| Employee of the Month | Done |
| 401K and health insurance plans | Pending |
| Put on Time Management workshop | Done |
| Updated job descriptions | Pending |

