Performance Review for <INSERT NAME>

Employee Name: <INSERT NAME>

Employee ID: <INSERT ID>

Employee Role: <INSERT ROLE>

Client: <INSERT CLIENT>

Report: <INSERT REPORT TYPE>

# Document Control

The first page of this document should be the cover page that contains the organisation’s logo and the type of test.

In this section include the reporter’s name, their role, and a method of contacting them (Email or work phone number). Additionally, it is best to write the version control and document properties inside of tables to allow an employee to quickly locate the information they require without having to read a paragraph of information.

# Strengths of the report

The reporter writing this section should identify the strengths of the report and highlight them with a small list of bullet points to describe what made that section a success (Example Below). The reporter should also provide a summary of the strengths at the top of this section in either bullet points or a brief description to allow the employee to understand everything they performed well on. Additionally, if this is not the first report, the reporter should highlight the improvements made by the employee based on the “Areas of Improvement” section with a description on how they improved in that area. Finally, ensure the feedback is written in a clear and concise manner that incorporates the five main components: Relevance, Accuracy, Timely, Specific, and Easy to Understand. REMOVE THIS TEXT ONCE REPORT IS COMPLETE.

Remote Code Execution (RCE) vulnerabilities allow an unauthorised attacker to potentially steal sensitive information or cause downtime for the organisation’s critical services. Which would damage the reputation of the organization.

* The explanation on Remote Code Execution is concise and describes the potential damage that could affect the client.
* The language used is not fear mongering to an extreme level and gives a realistic example of what could happen should an RCE of high or critical level be exploited.
* The language is simple and not too technical, which makes it easier for a client to read without having to decipher the information.
* No spelling mistakes or grammatical errors.

# Areas of improvement for the report

The reporter writing this section should identify the Areas of Improvement in the report and highlight them with a small list of bullet points to describe what made that section a success (Example Below). The reporter should also provide a summary of improvements with goals and methods to reach these goals at the top of this section. The summary should be in bullet points with short descriptions for clarification if required. This allows the employee to understand the areas they need to improve on without confusion or ambiguity. Additionally, include resources that may be useful to the employee when trying to improve their report writing skills such as online learning resources, or in house training that is available when they are not working on billable hours of work with clients. Finally. Ensure the feedback is written in a clear and concise manner that incorporates the five main components: Relevance, Accuracy, Timely, Specific, and Easy to Understand. Using these five components aids in identifying where the employee needs to improve in their report writing skills and how to reach that level of improvement. REMOVE THIS TEXT ONCE REPORT IS COMPLETE.

Remote Code Execution (RCE) vulnerabilities allow an unauthorised attacker to potentially steal sensitive informationn or cause downtime for the organisation’s critical services. Which would damage the reputation of the organisation.

* While the explanation is good, change the “would” to “could” as the vulnerability is not guaranteed to damage the reputation of the organisation.
* Spelling mistake “sensitive informationn” should be “sensitive information”.
* For Remote Code Execution, include in the brackets to look at glossary as it provides further information about Remote Code Execution. For example, “Remote Code Execution (See Glossary for definition).

# Additional Information

The reporter should use this section to include any additional information that would be useful to the employee as well as resources with clarification to why the following resource is useful to the employee. This section can also include images to ensure the above two sections do not get cluttered with images.