**EMPLOYEE COACHING**

**Employee Name: Title:**

**Department: Manager’s Name:**

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|  | **DOCUMENTATION OF CONCERN(S), ISSUE(S) OR INCIDENT(S) INVOLVING:**  **⎯Conduct or Behavior (Interpersonal Skills) ⎯Department** | |
|  | **⎯ Safety or Work Environment ⎯ Attendance – Dependability** | |
|  | **⎯ Customer Service ⎯ Other** | |
|  | **Describe performance concern or issue (be specific, and include dates and examples):** | |
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|  | **Describe agreed upon solution(s) training, or course of action:** | |
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|  | **Note follow-up review plan date(s), etc.** | |
| **Employee’s Signature:** | | **Date:** |
| **Supervisor’s Signature:** | | **Date:** |
| **NOTE: Employee’s signature indicates that this information has been discussed with the employee. It also acknowledges receipt of a** | | |
| **of a copy of the coaching record.** | | |
| **Distribution: Employee \_\_\_\_ Supervisor \_\_\_\_Dept** | | |