COACHING RECORD FOR PERFORMANCE IMPROVEMENT

Name:_____ Dept._____ Date_____
(Last) (First)

Reason for Discussion:

_____

_____

Evaluation of Staff Members present behavior:

_____

_____

Staff Member Suggested Causes:

_____

_____

Staff Member Suggested Solutions:

_____

_____

Supervisor Suggested Solutions:

_____

_____

Agreed Upon Action(s)to Be Taken:

Staff Member:_____

_____

_____Initials_____

Manager/Supervisor:_____

_____

_____Initials:_____

Follow-up date(s):_____

Give a copy to the Staff member and place a copy in the Staff Member's personnel file.