

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.