**Coaching Form**

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**Employee Information:**

|  |  |
| --- | --- |
| **Employee Name** |  |
| **Employee ID** |  |
| **Manager** |  |
| **Department** |  |
| **Division** |  |
| **Title** |  |
| **Job Code** |  |

This coaching form is intended to be used to document performance feedback discussed with an employee. This form is not for use as part of a formal Performance Improvement Plan.

**Essential Job Responsibilities/Developmental Goals/Projects/Special Assignments***Note: Each job responsibility, developmental goal, project and special assignment to be included on this Coaching Form should be listed separately and expected results, observed results and actions to be taken listed for each. You may insert new sections if needed.*

|  |  |
| --- | --- |
| **Essential job responsibility, developmental goal, project or special assignment**  |  |
| **Expected Results** |  |
| **Observed Results** |  |
| **Actions to be taken:*** **By *<insert employee name>;***
* **By *<manager/supervisor>;* and**
* **Other resources/support needed**
 |  |

|  |  |
| --- | --- |
| **Essential job responsibility, developmental goal, project or special assignment**  |  |
| **Expected Results** |  |
| **Observed Results** |  |
| **Actions to be taken:*** **By *<insert employee name>;***
* **By *<manager/supervisor>;* and**
* **Other resources/support needed**
 |  |

|  |  |
| --- | --- |
| **Essential job responsibility, developmental goal, project or special assignment**  |  |
| **Expected Results** |  |
| **Observed Results** |  |
| **Actions to be taken:*** **By *<insert employee name>;***
* **By *<manager/supervisor>;* and**
* **Other resources/support needed**
 |  |

|  |  |
| --- | --- |
| **Date of Follow Up Meetings** |  |

**Summary Comments**

|  |  |
| --- | --- |
| **Employee Comments** |  |
| **Supervisor Comments** |  |

|  |  |  |
| --- | --- | --- |
|  | **Signature** | **Date** |
| **Manager:** |  |  |
| **Employee:***(My signature indicates that this document and my supervisor’s performance expectations have been reviewed with me. Signing this document does not indicate agreement with the contents of the document.)* |  |  |