

# Performance Coaching Record

Employee Name \_\_\_\_\_ R# \_\_\_\_\_

Position Title \_\_\_\_\_ Hire date in position \_\_\_\_\_

Department \_\_\_\_\_ Supervisor \_\_\_\_\_

This form is to be used to document a specific coaching session with the employee. Please reference HSC OP 70.31 and the Supervisor's Guide to Improving Employee Performance or contact Human Resources for additional guidance.

1. Describe the performance concern(s) being addressed in this coaching:
  
  
  
  
  
  
  
  
  
  
2. Summarize, with dates, previous efforts made to improve the employee's performance:
  
  
  
  
  
  
  
  
  
  
3. Document the performance improvement plan with time frames developed in collaboration with the employee:
  
  
  
  
  
  
  
  
  
  
4. Document the follow-up plan for supporting the employee's performance improvement:

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**Note: Failure of the employee to resolve the performance concern(s) may lead to further corrective action including termination.**

Signing this document does not signify agreement, but indicates you have had an opportunity to review this document with your Supervisor and that you have received a copy of this document. Employee signature required to acknowledge receipt.

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_ Copy to employee **(required)**

\_\_\_ Attachments:

Supervisor's desk file **(required)**