



Employee Coaching Form

Effective Date:	
Employee ID:	
Employee Name:	
Supervisor Name:	

This form confirms in writing that you are aware of the following:

Concern, Issue, Incident	Documentation of concern(s), issues(s) or incident(s) involving: <u>Check all that apply:</u> <input type="checkbox"/> Conduct or Behavior (e.g., interpersonal skills) <input type="checkbox"/> Department or City Policy Violation <input type="checkbox"/> Safety or Work Environment <input type="checkbox"/> Work Performance (productivity or quality) <input type="checkbox"/> Attendance/Dependability <input type="checkbox"/> Customer Service <input type="checkbox"/> Insubordination <input type="checkbox"/> Unauthorized Use of Equipment and Materials <input type="checkbox"/> Other _____	
	Description of Concern Provide a clear and specific summary of the concern(s), including dates, examples, and relevant details. Attach additional pages if necessary:	
	Solution(s) or Corrective Plan List the steps the employee is expected to take to correct the issue, including any support the supervisor or department will provide:	
	Follow-up/Check-in Date:	
Notice to Employee	<i>The conduct, behavior, or performance described above is expected to improve immediately and consistently. If the concern is not resolved or if additional issues arise, disciplinary action may follow, up to and including termination.</i>	
Signatures	Employee's Signature:	Date:
	Supervisor's Signature:	Date:
NOTE: The employee's signature indicates that the content of this form has been discussed. It also acknowledges receipt of a copy of the coaching record. Employees may submit written comments to be attached to this record.		