

COACHING DISCUSSION

Name: _____	Employee Number: _____
Position: _____	Department: _____
Hire Date (Month/Day/Year): _____	Today's Date (Month/Day/Year): _____

Date of Discussion: _____ Location: _____
Month/Day/Year

- Topic:
- ☐ Attendance
 - ☐ Tardiness
 - ☐ Company Policy and/or Procedure
 - ☐ Job Performance
 - ☐ Standards of Conduct

Summary of Coaching Discussion: _____

Employee Comments: _____

Employee's Signature

Date (Month/Day/Year)

Supervisor's Signature

Date (Month/Day/Year)

Witness's Signature

Date (Month/Day/Year)

Distribution: Original to Employee Personnel File; Copy to Employee