



EMPLOYEE PERFORMANCE COACHING/COUNSELING REPORT

Employee Name: _____ Date: _____

Job Title: _____

Department/Division: _____

Supervisor's Statement

Note specifics of incident(s) and reason for having a performance coaching/counseling meeting with the employee, as well as timetable for improvement and how it should be achieved.

Employee's Statement

Note response to supervisor's remarks and what action you will take to meet performance standards.

I have read this performance coaching/counseling report and understand that future issues could result in further disciplinary action, up to and including probation and/or immediate dismissal from employment.

Employee's Name (please print) Employee Signature Date

Supervisor's Name (please print) Supervisor's Signature Date

Copy to Human Resources for employee file