

 **COACHING FORM**

 (Staff Employees)

**EMPLOYEE:** Click here to enter text.

**DEPARTMENT:** Click here to enter text.

**SUPERVISOR:** Click here to enter text.

**Supervisor/Manager Observation:**

Click here to enter text.

**Expectations/Recommendations:**

Click here to enter text.

**Employee Initials: \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**Supervisor Initials: \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

***Original retained by Supervisor/Manager***

***Copy to employee***