

COACHING FORM

Employee Name: _____ Date: _____

Performance Standard(s) that employee does well:

Performance Standards & Values that need to be improved are:

STANDARDS

- Exceeds Guests Expectations
- Supports "Coaching for Success" Plan
- Enhances Employee Success
- Effectively Communicates
- Committed to Growth
- Effective Team Member
- Personal Skills

CORE VALUES

- Excellence
- Quality
- Relationship
- Integrity
- Enthusiasm

Specific observed examples of performance deficiency:

Team member discussion on ways to keep the circumstances from happening again:

Prior Coaching(s) (*minimum 6 mo.*)
(Verbal, Written, or Action Plans)

Date

Reason

Consequences if not corrected – Immediate and sustained improvement in performance must be made or it will result in suspension or termination.

Manager signature

Employee signature