

COACHING CARD - FOR ALL JOBS

RATER'S NAME: _____ EMPLOYEE'S NAME: _____

REVIEW PERIOD: ___/___/___ through ___/___/___

MID-TERM MEETING DATE: ___/___/___ END-OF-TERM MEETING DATE: ___/___/___

TIPS ON USING THIS FORM:

3WRITE down Successful and Non-successful events.

3TALK to the employee about each event before you write it down. You don't have to show the employee this form, just discuss what happened.

3SCHEDULE Mid-Term (middle of Review Period) and End-Of-Term Meetings (1 month before end of Review Period) EARLY and TELL employee.

| What Happened... | What You Did... (Talked with employee, provided feedback, etc.) | Follow Up/Results/Employee's Response...etc. |
|---|--|---|
| Date:___/___/___ Time: Description: | Date:___/___/___ Time: Description: | Date:___/___/___ Time: Description: |
| Date:___/___/___ Time: Description: | Date:___/___/___ Time: Description: | Date:___/___/___ Time: Description: |

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