

# MEMORANDUM OF RECORD VERBAL COACHING SESSION

EMPLOYEE NAME \_\_\_\_\_ DATE \_\_\_\_\_

FACTS: (What happened, where it happened, when it happened?)

When:

Where:

What happened?

Witness Name:

Documentation Attached:

OBJECTIVE: (What you expect)

SOLUTIONS: (Offer suggestions on ways to change behavior)

ACTIONS: (What you will do if objectives are not met?)

## Performance Related

- 1. Second Coaching Session ☐
- 2. Letter of Caution with Trial Period ☐
- 3. Termination ☐

## Conduct Related

- 1. Letter of Caution ☐
- 2. Letter of Reprimand ☐
- 3. Suspension ☐
- 4. Termination ☐

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_