

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 _____