

TEAM MEMBER COACHING LOG

First Name	Middle Name	Last Name		
Date Hired	Company	Store Location		
This is to be used as a record of all significant employee/manager interactions. Each interaction is to be classified into one of the following				
categories:				
A PRAISE/COMMENDATIONS (justifications for recognition, promotion, increased compensation apportunities)				

- A. **PRAISE/COMMENDATIONS** (justifications for recognition, promotion, increased compensation opportunities)
- B. **COACHING/MENTORING** (repeated opportunities for career growth and/or performance improvement)
- C. **DISCIPLINARY FEEDBACK/ACTION*** (violations of corporate/specific store policies/procedures) *ANY ACTIONS/INTERACTIONS IN CATEGORY 'C' MUST BE ACCOMPANIED BY A DISCIPLINARY ACTION FORM.

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DATE	DESCRIPTION OF EMPLOYEE/MANAGER INTERACTION	Category A B C	MNG Initials		
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