Mission
SAN JOSE AIRPORT, LLC

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 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.**

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