SMOKIN' BEAR

## 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 |
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