



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.

Table with 4 columns: DATE, DESCRIPTION OF EMPLOYEE/MANAGER INTERACTION, Category A B C, MNG Initials. The table contains 20 empty rows for data entry.