

Coaching Log

Employee:	Position:	Department:
Supervisor:	Supervisor Title:	

Date	Discussion/Actions

Attach additional pages as needed.

The completed and signed Coaching Log should be submitted for placement in the employee's Human Resources file.

Action

- ____ PIP successful completed.
- ____ PIP progressed to step 2 for continued review/revision
- ____ PIP not successfully completed and management action to be taken

Supervisor Signature

Date