



## Coaching Documentation Form

### Employee Information

Name of Employee: \_\_\_\_\_ Department: \_\_\_\_\_

Employee's Job Title: \_\_\_\_\_ Supervisors Name: \_\_\_\_\_

### Incident Information

Date/Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Was this incident in violation of a company policy? **Yes** **No**

If yes, specify which policy and how the incident violated it. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Action Taken

What action will be taken against the employee? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Has the impropriety of the employee's actions been explained to the employee? **Yes** **No**

Date discussed with employee: \_\_\_\_\_ and Time: \_\_\_\_\_

Did the employee offer any explanation for the conduct? If so, what was it? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of person preparing report: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_