



Corrective Coaching Worksheet

Employee Name: _____ Title: _____

Hire Date: _____ Location/Project: _____

Performance, Behavior(s), to be corrected (specific, first-hand examples should be given, in addition to the dates of any previous warnings). If the activity was in violation of a Company policy, please explain:

Guidelines, Requirements, Steps, and Responsibilities for achieving desired result(s):

When will this situation be reviewed again?

As a result of today's discussion, this form represents the following action:

- Verbal warning
- Written warning
- Suspension

Employee Comments (if enough space isn't provided, attach separate sheet(s)):

Not immediately improving specified performance or behavior to an acceptable, specified standard, may result in further consequences, up to, and including termination. *(This form is not required for any incident of "gross misconduct,").*

Signatures and date are required for proper documentation of this meeting. **By signing, the employee doesn't necessarily agree with the content of the form. Rather, the employee's signature simply represents that the matter was discussed with him/her, and that he/she understands the content and requirements that will be reviewed as specified above.** Should the employee refuse to sign, asterisk his/her signature block, and note: *"Employee was given the opportunity to sign, refused to do so, and received a copy of this worksheet."*

Employee Name
(Printed): _____

Employee Signature: _____ Date: _____

Manager Name (Printed): _____

Manager Signature: _____ Date: _____

Witnessed by (Printed): _____

Witness Signature: _____ Date: _____



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