

## Performance Coaching Conversation Worksheet

**Employee:**

**Position:**

**Supervisor:**

**Date:**

### **Step 1: Employee Appreciation**

Identify Employee's Strengths:

Coach feedback/notes:

### **Step 2: Constructive Coaching**

Coach feedback/notes:

### **Step 3: Institutional Culture and Values**

Value(s) discussed: \_\_\_\_\_

Coach feedback/notes:

### **Step 4: Learning and Development**

Have you discussed the employee's learning and development needs/goals?  Yes/  No

Coach feedback/notes:

### **Step 5: Listening and Employee Feedback**

Employee feedback for supervisor/takeaways from conversation?

Performance (SMART) Goals:

**Follow-up Needed?**  Yes /  No

- If yes,  2 months (60 days)  3 months (90 days)

**For supervisors only:**

- Is this conversation part of the employee's 6-month probationary period review? Yes / No
  - Has the performance been satisfactory? yes / no
  - If no, what areas need improvement?
  - Add any additional comments about probationary period?
  
- Did you provide the employee the resources necessary to perform their job? yes / no
  - If "yes", what resources did you provide?
  - If "no", what were the barrier(s) for not providing the resources?
  
- Did you provide the employee the resources necessary to achieve their L&D needs/goals? yes / no
  - If "yes", what resources did you provide?
  - If "no", what were the barrier(s) for not providing the resources?