COACHING & DEVELOPMENT COMMUNICATION

Professional Development Session - Confidential Document

Session Date: September 17, 2025
Employee: Marcus Johnson
Employee ID: emp-003
Position: [Role]

Session Type: Automated
Performance Score: 59%
PIP ID: 127a0bea-ae31-49f9-8239-dbbacdf5f7e2
Status: Needs Immediate Attention

COACHING & DEVELOPMENT COMMUNICATION Date: September 17, 2025 Employee: Marcus Johnson Position: QA Engineer Current Performance Score: 59% Dear Marcus Johnson, ÜË

• PIP STATUS UPDATE:

You are currently enrolled in a Performance Improvement Plan (started 2025-09-17). This coaching session is part of your structured development program to help you achieve the goals outlined in your PIP. PIP Goals: 1. Achieve 80% average score 2. Complete 21 tasks 3. Improve communication and task quality Current PIP Progress: 0% complete

• PERFORMANCE TREND ANALYSIS:

Recent Score History: 59% !' 56% !' 57% Current Trend: IMPROVING Positive momentum - keep building on this progress!

• CONTEXT & RECENT DEVELOPMENTS:

Based on your recent work history, I want to acknowledge: • Completed basic automation training but struggled with advanced selenium concepts • Missed 2 critical bugs in production that caused customer complaints • Frequently asks for help on tasks that should be routine for his experience level

• PERSONALIZED ASSESSMENT:

Given your background in transitioning from manual to automated testing, I understand the technical challenges you've been facing. Your dedication is evident through the extra hours

you've been putting in, which shows commitment to improvement.

- CURRENT PERFORMANCE ASSESSMENT:

Your recent performance score of 59% indicates areas requiring immediate attention and focused development. This coaching communication outlines specific steps to help you succeed in your role. 1. FUNDAMENTAL SKILLS DEVELOPMENT • Review core competencies required for your position • Complete relevant training modules within the next 2 weeks • Schedule 1:1 meetings with your supervisor twice weekly • Document questions and challenges for discussion 2. TASK MANAGEMENT & QUALITY • Carefully review all task requirements before beginning work • Use checklists to ensure completeness • Seek clarification immediately when uncertain • Submit work for review before final completion 3. COMMUNICATION & COLLABORATION • Proactively communicate progress and obstacles • Participate actively in team meetings • Ask for help when needed - this shows initiative, not weakness • Provide regular status updates on ongoing projects

- PERSONALIZED RECOMMENDATIONS:

• Consider enrolling in intermediate automation testing courses to bridge the knowledge gap • Pair with a senior automation engineer for 1-2 hours daily for the next two weeks • Focus on mastering one testing framework at a time rather than trying to learn everything • Use test case templates to improve consistency in your work • Don't hesitate to ask questions - your willingness to learn is an asset % % IMMEDIATE ACTION PLAN (Next 30 Days) % Enroll in relevant training programs %¡ Establish daily check-in routine %¡ Set up weekly progress review meetings %¡ Create personal improvement tracking system

- RESOURCES AVAILABLE:

Online training library access Mentoring program enrollment Department expertise sharing sessions Professional development budget allocation

- SUCCESS METRICS:

Weekly performance score tracking Task completion quality assessments Peer feedback collections Self-assessment evaluations

- NEXT STEPS:

RECOMMENDED ACTION ITEMS

- Immediate performance improvement required - daily check-ins
- Complete additional training modules within 2 weeks
- Submit work for review before final completion
- Document questions and challenges for discussion

NEXT STEPS & FOLLOW-UP

- Next coaching session: 9/24/2025
- Progress review and goal adjustment as needed
- Continued support through available development resources