

COACHING SESSION DOCUMENTATION

Session Information:

Date: August 20, 2025

Type: Automated

Related PIP ID: 7c1976a4-408c-41ea-8ce2-73c1818d149b

Employee Information:

Name: Alex Jones

Employee ID: emp-014

Current Performance Score: 60.5%

Performance Analysis:

Performance Level: Needs Improvement

Score Trend: Below Expectations

Coaching Feedback:

Good progress but room for improvement. Pay attention to quality metrics and time management. Regular check-ins recommended.

Recommended Action Items:

- Focus on consistency in task completion
- Weekly progress reviews
- Identify and address skill gaps
- Seek clarification on expectations

Next Session:

Scheduled for: 8/27/2025