

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: 56%

PIP ID: 854e9df3-7a9b-4c62-b96e-4cb545e2c828

Status: Needs Immediate Attention

COACHING & DEVELOPMENT

COMMUNICATION Date: September 17, 2025

Employee: Marcus Johnson Position: QA Engineer

Current Performance Score: 56% 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: 56% !' 59% !' 57% Current Trend: DECLINING & p Recent decline requires immediate attention and support

• 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 56% 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 %j Establish daily check-in routine %j Set up weekly progress review meetings %j 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

