**Appraisal: Coaching Worksheet**

*Instructions: This form is to be filled out by supervisor and employee prior to each performance review period.*

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| Employee Name: |
| Position: |
| Supervisor: |
| Department: |
| Date: |

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| **Period of Work under Consideration:** |

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| 1. What areas of the employee’s work performance are meeting job performance standards? |
| 2. In what areas is improvement needed during the next six to twelve months? |
| 3. What factors or events that are beyond the employee's control may affect (positively or negatively) their ability to accomplish planned results during the next six to twelve months? |
| 4. What specific strengths has the employee demonstrated on this job that should be more fully used during the next six to twelve months? |
| 5. List two or three areas (if applicable) in which the employee needs to improve their performance during the next six to twelve months (gaps in knowledge or experience, skill development needs, behavior modifications that affect job performance, etc.) |

6. Based on your consideration of items 1-5 above, summarize your mutual objectives:

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| A. What supervisor will do: |
| B. What employee will do: |
| C. Date for next progress check or to reevaluate objectives: |
| D. Data/evidence that will be used to observe and/or measure progress: |

Supervisor Signature:

Date:

Employee Signature:

Date: