

OZARKS TECHNICAL COMMUNITY COLLEGE

EMPLOYEE COACHING FORM

Employee Information

Employee Name	Title	Date
Supervisor Name	Title	Date

Level of Warning

First Warning Second Warning Final Warning Non-renewal Termination

Type of Warning

Attendance Violation of Company Substandard Work Poor Attitude Other

What: List the specific inappropriate behavior/substandard performance that was observed, reported or alleged. Include date/time/place.

Comments:

What: List the standard/expectation that the above behavior(s) have violated.

Comments:

Why: List why the institution has such a standard in place and the standard's potential impact on co-workers, students and the community.

Comments:

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How: List how the behavior can be eliminated in the future. List at least one strategy and the consequences for not correcting future behavior. This is a collaborative step.

Comments:

Check for Understanding: Have the employee confirm what they have gained from the conversation.

Employee Comments:

Acknowledgment of Receipt of Form

By signing this form, you confirm that you understand the information in this document. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Vice Chancellor's Signature: _____ **Date:** _____

Employee warning form should be reviewed by HR PRIOR to providing to the employee. Once HR has approved, provide the form to the employee through a two-way dialogue. Have all parties sign two copies. One copy is to be kept by the employee and the other copy is to be sent to HR after it is signed by the Vice Chancellor.

For HR use only:

HR Representative Signature: _____ **Date Received:** _____