

**COACHING PLAN**

To: myWSU ID: Position: Date: From:

Subject:

In "Subject" above, describe the type of unmet expectations – i.e. inappropriate behavior, policy violation, unmet performance expectations, etc.

**Completed by Leadership:**

Describe the employee’s unmet expectation(s).

Describe leaderships future expectation(s).

**Completed by Employee:**

What action(s) do you commit to in order to make you successful at meeting expectation(s)? By when?

What assistance do you need from Leadership to help you meet the expectation(s)?

# Additional Information:

* The coaching process is confidential.
* All decisions made should be unbiased, non-retaliatory, and non-discriminatory.
* Eligible employees may use Policy 3.15 Internal Dispute Resolution Process.
* This document will remain a permanent part of the employee personnel file. It may be used for additional employment related decisions.

# I am committed to carrying out the above actions and understand that there will be a follow-up to the Coaching Plan on the following date.

Follow-up Date:

# My signature confirms receipt and review of this document. Refusal to sign does not void the coaching plan.

**Employee Signature Date**

**Employee Printed Name WSU ID**

**Leader Signature Date**

**Leader Printed Name WSU ID**