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**EMPLOYEE COACHING PLAN**

To: myWSU ID:

Position: Date:

From: Subject: *(Describe the type of unmet expectations – i.e. inappropriate behavior, policy violation, unmet performance expectations, etc.)*

**Completed by Leadership:**

Describe the employee’s unmet behavior or performance 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 this job expectation? By when?

What assistance do you need from Leadership to help you meet these performance expectations?

**Additional Information:**

* The coaching process is confidential.
* All decisions made regarding coaching and corrective action 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.**

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**Employee Signature** **Date**

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**Employee Printed Name** **WSU ID**

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**Leader Signature** **Date**

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**Leader Printed Name** **WSU ID**