

**COACHING PLAN FOLLOW UP WORKSHEET**

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.

**Progress on Previous Commitments**

Employee Commitments from Coaching Plan: (Copy Commitment(s) here from the Original Plan or Follow Up).

Employee Progress to Date: (What has improved or still needs work from expectations set? Provide examples.)

Employee Reflection: (Share perspective on challenges, successes, or adjustments needed).

**Support & Resources**

Assistance provided by Leadership since last meeting:

Additional support requested by Employee:

**Next Steps and Clarifications**

Employee Commitments (new or continued):

Leadership Commitments (support/actions):

# 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**