Performance Coaching Log

**Instructions:** Use this worksheet to record performance related information throughout the appraisal period. Be sure to include the date you shared the information with the employee, as well as the person's comments or feedback. Also, record any follow-up items requested and the employee's commitment.

**Employee's Name:**

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| **Date shared** | **Key Responsibility** | **Feedback, data or Information** | **Comments or Feedback** | **Action items** |
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