



# BIGREDF COACHING FORM

Employee Name:	Position/Title:		
Restaurant:	Date:		
<i>The purpose of this report is to document our conversation in regards to your performance. We take the growth, development and success of our team very seriously and use this report to track our progress.</i>			
Area(s) of Concern:			
Attendance	Customer Relations	Fighting / Violence	Payment Transactions
Technique	Employee Relations	Harrassment	Sales Procedures
Punctuality	Insubordination	Drug/Alcochol/Hungover	Personal Conduct Policy
Language	Personal Appearance	Safety Policy Violations	Other: _____
Date, time, specific information and/or facts that led to this coaching session:			
Immediate Expectations:			
<i>Continued failure to meet these immediate expectations will result in disciplinary action, up to and potentially including termination. Our goal is the keep you here and keep you progressing. Thank you for your time and attention.</i>			
1 <sup>st</sup> Notice	2 <sup>nd</sup> Notice Dates of Suspension: _____ <i>if applicable</i>	Termination Last Date Worked: _____	
Employee Comments:			
Manager Signature: Manager Printed Name and Title: Witness Signature: Witness Printed Name and Title:	Today's Date:		
<i>My signature below indicates that I have read this form and that I have been given an opportunity to add my own comments.</i>			
Employee Signature: Employee Printed Name:	Today's Date:		