**(Company Name)**

**COACHING (Supervisor) ASSESSMENT SHEET (Form II)**

**(YEAR) Staff Appraisal**

**Evaluation Period Covered: 1/1/year – 12/31/year**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time in Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time w/ Coach \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Performance Against Form III for (YEAR): (Each goal to be rated as: Meets , Exceeds, Needs Improvement, or Job Threatening:**

**Other Accomplishments, New Skills & Competencies (Rate as Meets or Exceeds)**

**Areas for Improvement (Rate as Growth Opportunity, Needs Improvement or Job Threatening)**

**Values & Behaviors Assessment:**

**3 greatest strengths with supporting comments (Rate as Meets or Exceeds)**

**•**

**•**

**•**

**3 greatest areas for improvement with supporting comments (Rate as Needs Improvement or Job Threatening)**

**•**

**•**

**•**

**Review of current job description and changes that are recommended:**

**GOALS (Personal & Departmental & Development Recommendations for forthcoming period:**

**Coach\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Review Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Human Resources\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**