



# MOTT COMMUNITY COLLEGE

## Coaching and Development Process

### Supervisor Summary

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A. \_\_\_\_\_ and I met on \_\_\_\_\_  
(Employee)  
\_\_\_\_\_ to discuss the employee's input (attached) and my  
(Date)  
initial draft of the Coaching and Development Process form. The attached pages summarize the discussions we had about the employee's performance for the period from \_\_\_\_\_ to \_\_\_\_\_ and establishes goals for the period from \_\_\_\_\_ to \_\_\_\_\_.

B. **Job Description Review:** *During our discussion, we reviewed the employee's job description and found that:*

- There has been no significant change to the job description.
- The job has changed so that editing of the job description is needed (see attached, revised job description), but no action by the job evaluation committee is needed.
- The job has changed so much that the attached new job description has been prepared and it should be reviewed by the job evaluation committee.

C. **Conclusions:**

- This employee's overall performance meets or exceeds all expectations given the amount of time they have been in the job. The employee and/or the College will benefit from development/improvement as indicated in the attached pages.
- This employee has not yet mastered all of the components of his/her job and areas of performance that will be the focus of development in the upcoming year are identified in the attached pages.
- This employee's performance has been sufficiently weak that the following disciplinary action(s) have been taken in the past \_\_\_\_\_ month(s):

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- This employee has been in a corrective action program since \_\_\_\_\_ and:  
(Date)
- There has been appropriate performance improvement to date, but areas requiring further improvement are identified in the attached pages.
- Continued employment with the College is not appropriate.
- Other (See Notes Below)

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Supervisor Signature

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Date

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Employee Signature

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Date

## Section A – Significant Performance Expectations

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*These may be found in: the employee's job description or questionnaire; various departmental or operational documents, statements or plans (such as mission statements or annual or quarterly business or work plans); College-wide planning documents; or they may reflect important goals and project assignments identified at the beginning of this annual cycle..*

<b>Performance Expectation Factors and Source Document</b>	<b>Accomplishments and Other Comments</b>	<b>Areas Where Performance Improvement Would be Beneficial; Performance Concerns/Shortcomings</b>

## Section B – Developmental Goals

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*Areas of knowledge, performance & skills where employee and/or organization can benefit from employee improvement and/or growth:*

<b>Area of Knowledge, Skills or Performance</b>	<b>What Employee Will Do</b> <i>(List specific planned developmental improvement actions.)</i>	<b>What College/Supervisor Will Do</b> <i>(List specific planned developmental improvement actions.)</i>

## Section C – Barriers to Employee Success

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*Identified by employee and/or supervisor.*

<b>Barrier</b>	<b>What Employee Will Do to Overcome Barrier</b> <i>(List specific planned developmental improvement actions.)</i>	<b>What College/Supervisor Will Do to Help Employee</b> <i>(List specific planned developmental improvement actions, especially systems improvement actions.)</i>

## Section D – Project Assignments

Assignments for next \_\_\_\_\_ months: *Must include how this job will contribute to/link to the College’s strategic plan.*

<b>Assignments</b>	<b>What Employee Will Do</b> <i>(List specific planned actions.)</i>	<b>What College/Supervisor Will Do to Help Employee Complete Assignment</b> <i>(List specific planned actions.)</i>

**Section E - Other Comments:** *(Attach additional sheets)*

\_\_\_\_\_  
Employee Signature