

# Office of Student Employment

APPALACHIAN STATE UNIVERSITY

## Documented Coaching & Mentoring Form

Employee's Name \_\_\_\_\_ Banner ID \_\_\_\_\_

Employee's Position Title \_\_\_\_\_ Department \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Title \_\_\_\_\_

It is the goal of Appalachian State University and the Office of Student Employment to support all student employees through verbal coaching, as needed, for successful employment. To achieve success, the following areas are observed on a regular basis by managers and supervisors:

- Quality of work
- Productivity
- Work habits
- Other standards and expectations specific to the student's work situation
- Cooperation
- Attendance
- Punctuality

If management or an area supervisor determines that student employees are demonstrating unsatisfactory job performance or unacceptable personal conduct concerns, it becomes necessary to conduct a Documented Coaching & Mentoring Session (discussion) in an effort to get students back on track and to communicate corrective measures. We value students' work and appreciate their contributions to their job locations here on-campus.

Date(s) of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Description of the Incident(s), Behavior(s) or Concern(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ \*attach supporting documentation, if any.

Expectation for job performance or work place conduct: \_\_\_\_\_

\_\_\_\_\_

Student Employee's Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Corrective Action Plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date for follow up conversation:** \_\_\_\_\_

**Next Action Step if job performance concerns or personal conduct issues continue:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I acknowledge receipt of this form and that its contents have been discussed with me. I understand that my signature does not necessarily indicate agreement and that refusal to sign will not invalidate the coaching and mentoring session or the supervisor's action plan for my job performance or workplace conduct. I understand that this form will be placed in my evaluation file. I further have been informed that I may submit a written response to the information in this form, and that my written response will also be kept in my evaluation file.*

\_\_\_\_\_  
**Employee's Signature**

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

\_\_\_\_\_  
**Manager/Supervisor's Signature**

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

*Copies of this form and any attachments should be provided to the student employee.  
The originals should be kept within the employing department.*

## Resources for Support

*Supervisor, during your coaching & mentoring meeting with your student they may disclose outside factors or personal concerns that could be a result of their current work performance. Here are some resources we would like to remind you of and ways you can help support your students in need:*

### Office of the Dean of Students

*Engage students and families through a culture of care, using education, advocacy, support, and accountability, as students navigate the transformational Appalachian experience.*

Room 324, Plemmons Student Union  
263 Locust Street  
(828) 262-8284

[dos@appstate.edu](mailto:dos@appstate.edu)

*\*This office houses the Mountaineer Emergency Grants for Students, Care/Concern Referrals, Student Legal Clinic, Student Veteran Services, Case Management, Parent & Family Services, Off-Campus Student Services & Student Conduct*

### Counseling & Psychological Services

*Provides students with individual, group & couple/family counseling, emergency services, assessments & referrals*

1st Floor, Miles Annas Building  
614 Howard Street  
(828) 262-3180

[counseling@appstate.edu](mailto:counseling@appstate.edu)

### Wellness & Prevention Services

*Promotes healthy behaviors, health awareness and active lifestyles. Provides students with risk behavior modification services and empower students on the importance of self-care.*

Miles Annas Student Services Building  
614 Howard Street  
(828) 262-3148

### Intercultural Student Affairs

*Provides a welcoming and inclusive experience for students to thrive socially, academically, and culturally in pursuit of becoming intercultural leaders.*

Room 255, Plemmons Student Union  
263 Locust Street  
(828) 262-6158

[intercultural@appstate.edu](mailto:intercultural@appstate.edu)

*\*This office houses the Multicultural Center, LGBTQ+ Center, Women's Center, 20+ clubs/organizations with a focus on multicultural interests to help your student find a sense of community here at App.*

### Office of Disability Resources

*Serves as an advocate for individuals with disabilities and determines eligibility for appropriate academic adjustments and reasonable workplace accommodations.*

Suite 112 Anne Belk Hall  
224 Joyce Lawrence Lane  
(828) 262-3056

[odr@appstate.edu](mailto:odr@appstate.edu)

### Office of Title IX Compliance

*Ensures equity, access, and civil rights throughout the campus community, fosters an environment free of discrimination and harassment on the basis of sex, gender, gender expression, gender identity, sexual orientation, and pregnancy.*

123 I.G. Greer Hall  
401 Academy St  
828-262-2144

[titleix@appstate.edu](mailto:titleix@appstate.edu)

**\*As a supervisor, you are considered a [Mandatory Reporter](#) and are therefore required to report all prohibited conduct including incidences of gender discrimination, sexual harassment, sexual assault, stalking, sexual exploitation and dating/domestic violence within 72-hours to this office.**

### Food Insecurity Resources

Mountaineer Food Hub & Free Store  
East Hall, bottom floor  
175 Locust St

[sustain.appstate.edu/initiatives/food-pantry/](https://sustain.appstate.edu/initiatives/food-pantry/)

*\*contact the Office of Student Employment for an additional list of local food pantries*