MISD ATHLETICS
Checklist for Formal Documentations

_____ 1. Have I used some objective means for gathering data regarding the problem?

_____ 2. Have I shared input/feedback with the principal/athletic director (if completed by assistant) and employee?

_____ 3. Would I take the same action/provide the same advice to every other employee?

_____ 4. Have I listened to the employee’s side of things?

_____ 5. Am I reacting to this person for personal reasons?

_____ 6. Can I list a rule, regulation, policy or previous conference?

_____ 7. Have I diagnosed the problem and prescribed for remediation?

_____ 8. Have I provided various types of support in response to the remediation?
   ______ staff development
   ______ hands-on
   ______ demonstration
   ______ observation
   ______ resources
   ______ consultations
   ______ other

_____ 9. Have I eliminated subjective statements or wordings as well as emotionally charged words or phrases, as much as possible?

_____ 10. How would I feel if I received the documentation?