

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?