

Coaching Evaluation Form

Employee Name: _____

Evaluation Period: From _____ to _____

Evaluation Date: _____

Evaluator's Name: _____

Evaluator's Position/Title: _____

RATING SCALE:

5 - Outstanding: Consistently exceeds expectations

4 - Exceeds Expectations: Often exceeds expectations

3 - Meets Expectations: Satisfies expectations consistently

2 - Improvement Needed: Sometimes meets expectations but often falls short

1 - Unsatisfactory: Consistently fails to meet expectations

N/A - Not Applicable

PERFORMANCE CRITERIA

1. **Communication Skills:** Explains ideas clearly; listens actively; participates effectively in discussions; gives and receives feedback constructively; ensures clear and timely written communication.

Rating:

Comments:

2. **Knowledge and Expertise:** Demonstrates an understanding of the sport or field; displays strategic understanding and technical knowledge; stays updated with relevant theories or models.

Rating:

Comments:

3. **Relationship with Coachees:** Builds rapport with individuals; respects boundaries; handles conflicts effectively; fosters a positive learning environment.

Rating:

Comments:

4. **Goal Setting and Progress Tracking:** Helps set achievable goals; plans steps to reach these goals; monitors progress effectively; adjusts goals as necessary.

Rating:

Comments:

5. **Professionalism and Ethics:** Adheres to ethical guidelines and professional standards; respects rules and procedures; demonstrates respectful behavior towards all stakeholders.

Rating:

Comments:

6. **Adaptability:** Adapts to changing circumstances; responds to feedback; adjusts coaching approach as needed.

Rating:

Comments:

7. **Leadership and Supervision:** Motivates and inspires individuals or teams; provides clear directions; creates an atmosphere of trust and integrity.

Rating:

Comments:

8. **Financial Management:** Demonstrates responsibility and efficient use of financial resources; adheres to budgetary guidelines.

Rating:

Comments:

9. **Planning and Organizing:** Establishes long-term goals; displays flexibility in formulating action plans; develops effective procedures to achieve goals.

Rating:

Comments:

10. **Teamwork and Collaboration:** Encourages collaboration and cooperation among team members; promotes a culture of mutual respect and inclusion.

Rating:

Comments:

11. **Safety Practices:** Ensures safe coaching practices and maintains a safe training environment.

Rating:

Comments:

12. **Development of Athletes:** Focuses on the holistic development of athletes, including their skills, fitness, academic progress, and personal growth.

Rating:

Comments:

13. **Rules Compliance:** Adheres to the rules and regulations of the relevant governing body.

Rating:

Comments:

14. **Recruitment and Retention:** Recruits talented individuals effectively; retains athletes and ensures their continued commitment.

Rating:

Comments:

15. **Public Relations and Fundraising:** Engages in public relations activities; meets fundraising targets.

Rating:

Comments:

SUMMARY

Based on the above criteria, summarize the coach's performance.

This evaluation has been discussed with the coach. Their signature does not necessarily indicate agreement with this evaluation.

Evaluator's Signature: _____ **Date:** _____

Employee's (Coach's) Signature: _____ **Date:** _____