

Name \_\_\_\_\_ Department/Unit \_\_\_\_\_

Employee(s) Rounded on \_\_\_\_\_ Date/Week of \_\_\_\_\_

Key Words or Questions	Special Employee Issues

*Tip: Initially explain the purpose of leader rounding!*

Steps	Comments
1. Personal Connection	
2.	
3.	
4.	
5	
6.	
<b>7. Behaviors Coached</b> <input type="checkbox"/> AIDET/Key Words <input type="checkbox"/> Customer Service Priorities <input type="checkbox"/> Credo <input type="checkbox"/> Other: _____	
<b>9.</b>  Thank You for making a difference at Vanderbilt!	

**Review findings with next level leader in one-on-one meetings.**