

Employee Performance Checklist

You may observe the following job-related performance problems and potential problems when an employee is experiencing difficulties in his/her life. This is not an exhaustive list, and there may be a variety of causes for these symptoms.

Absenteeism or Other Attendance Problems	Changes in Personal Habits
<ul style="list-style-type: none"> ___ Multiple instances of unauthorized absences. ___ Excessive sick days. ___ Frequent Monday and/or Friday absences. ___ Repeated absences, particularly if they follow a pattern. ___ Excessive tardiness, especially Mondays. ___ Frequent use of unscheduled vacation days to cover absences. ___ Instances of leaving work early. ___ Unusual and increasingly improbable excuses for absences. ___ Doesn't keep commitments. ___ Higher absentee rate than other employees for absences. ___ Frequent, unscheduled short-term absences (with or without medical explanation). ___ Frequent absences from work location. ___ Excessive lateness when returning from breaks, lunch, or dinner. ___ Frequent trips to the water fountain or rest room. 	<ul style="list-style-type: none"> ___ Changes in personal appearance. ___ Declining attention to personal hygiene. ___ Reporting to work in other than normal condition. ___ Returning from lunch or dinner in a noticeably different behavior mode. ___ Wide swings in morale or mood. ___ Excessive use of telephone (engaging in guarded conversations). ___ Receiving unusual or inappropriate visitors at work. ___ Creditors complaining to the supervisor or Human Resources Department regarding financial concerns. ___ Violations of computer and/or Internet use policies. ___ Bends or disregards rules. ___ Steals or damages property. ___ Doesn't follow established rules. ___ Discloses confidential information. ___ Misuses information for personal gain.

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Productivity/Other Performance Problems	Changed Relations with Co-workers and Customers
<ul style="list-style-type: none"> ___ Missed deadlines – projects are late or incomplete. ___ Complaints from users of the employee's production or work. ___ Improbable excuses for poor job performance. ___ Wasting materials. ___ Alternate periods of high and low productivity. ___ Difficulty in recalling instructions, details, deadlines, etc. ___ Difficulty in recalling own mistakes. ___ Needs repeated instructions. ___ Increasing difficulty in handling complex assignments. ___ Jobs take longer than necessary to complete. ___ Spasmodic work habits. ___ Diminished morning performance. ___ Accidents on the job due to carelessness. ___ Accidents off the job that affect job performance. ___ Poor decision making. ___ Sleeping on the job. ___ Lies. ___ Forgets obvious or important things. ___ Doesn't keep up with technical development. ___ Difficulty multitasking. 	<ul style="list-style-type: none"> ___ Over-reaction to real or implied criticism. ___ Borrowing money from co-workers. ___ Unrealistic resentment to co-workers. ___ Complaints from co-workers/customers. ___ Avoidance of associates. ___ Increasingly argumentative with co-workers and customers. ___ Blaming co-workers or customers for problems. ___ Verbally abusive. ___ Threatens co-workers. ___ Sexually harasses co-workers. ___ Physically abusive. ___ Tactless. ___ Poor attitude. ___ Lack of follow-up. ___ Inappropriate communication. ___ Inability to train others. ___ Unable to work independently.

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Safety and Judgment	Fitness for Duty
<p>___ Uses tools and equipment improperly.</p> <p>___ Disregard for the safety of others.</p> <p>___ Inattentive to safety procedures.</p> <p>___ Takes unnecessary risks.</p> <p>___ Fails to weigh consequences.</p> <p>___ Doesn't use common sense.</p> <p>___ Difficulty making decisions.</p> <p>___ Poor time management.</p> <p>___ Acts impulsively.</p> <p>___ Can't delegate.</p>	<p>___ Hung over.</p> <p>___ Smells of alcohol.</p> <p>___ Slurred speech.</p> <p>___ Difficulty walking.</p> <p>___ Physically ill.</p> <p>___ Obviously impaired.</p> <p>___ Mental confusion.</p> <p>___ Disoriented.</p> <p>___ Hysterical.</p> <p>___ Unable to maintain balance.</p> <p>___ Diminished motor skills.</p>