

Checklist of Unsatisfactory Job Performance

The following checklist describes job performance areas that indicate a troubled employee and signal the supervisor that action needs to be taken.

Please note that these items may or may not be possible indications that the employee is impaired on the job.

If you suspect that a person, due to their behavior or condition, represents a danger to themselves or others, take them off the job and report to your department head immediately. Do not let them drive!

ABSENTEEISM

- Instances of leaving without permission
- Excessive sick leave
- Frequent Monday and/or Friday absence
- Repeated absences, particularly if they follow a pattern
- Lateness at work; especially on Monday mornings; and/or returning from lunch
- Leaving work early
- Peculiar and increasingly unbelievable excuses for absences or lateness
- Absent more often than other employees for colds, flu, gastritis, etc.
- Frequent unscheduled short-term absences (with or without medical explanation)

"ON THE JOB ABSENTEEISM"

- Continued absences from post more than job requires - "goofing off"
- Long coffee breaks, lunch breaks
- Repeated undealt-with physical illness on the job
- Frequent trips to the restroom

UNEVEN WORK PATTERN

- Alternate periods of high and low productivity

HIGH ACCIDENT RATE

- Accidents on the job
- Accidents off the job (but affecting job performance)
- "Horseplay" which causes unsafe conditions

PROBLEMS WITH MEMORY

- Difficulty in recalling instructions, details, conversations, etc.
- Difficulty recalling one's own mistakes

DIFFICULTY IN CONCENTRATION

- Work requires greater effort
- Jobs takes more time
- Repeated mistakes due to inattention
- Making bad decisions or using poor judgment
- Errors in written communication
- Forgetfulness

CONFUSION

- Difficulty following instructions
- Increasing difficulty handling complex assignments

REPORTING TO WORK

- Coming to/returning to work in an obviously altered condition

GENERAL LOWERED JOB EFFICIENCY

- Missed deadlines, unreliable
- Complaints from customers
- Improbable excuses for poor job performance
- Cannot be depended on to be where they say or do what they say
- Shuns job assignments, incomplete assignments
- Problems performing manual tasks

POOR EMPLOYEE RELATIONSHIPS ON THE JOB

- Failure to keep promises and unreasonable excuses for failing to keep promises
- Over-reaction to real or imagined criticism
- Borrowing money from co-workers
- Unreasonable resentments
- Avoidance of associates
- Lying and exaggerating
- Complaints from co-workers, supervisors, other staff
- Blames others for problems

APPEARANCE

- Decreasing attention to personal appearance and hygiene
- Odor of alcohol on breath
- Glassy, red eyes
- Tremors
- Inability to walk steadily

OTHER BEHAVIORS

- Sleeping on the job
- Withdraws from others, isolates self
- Mood Swings
- Increasing irritability
- Relates problems at home, with relationships, with finances, etc.
- Abrupt, radical changes in behavior, (i.e. violent outbursts)