

HOW TO USE THIS WORKSHEET

Listed below are common performance, behavioral, and attendance related problems typically exhibited by troubled employees. Review the list and then construct your documentation based upon the signs and symptoms exhibited by your employee. **Not to be given to employee.** For supervisor's use only.

JOB PERFORMANCE ISSUES WORKSHEET

JOB PERFORMANCE ISSUES	CHECK / NOTES
1. Missed deadlines. Incomplete staff work or projects.	
2. Errors due to inattention or poor judgment.	
3. Spasmodic work (alternating periods of unusually high and low work output by previously steady employee.)	
4. Lapses of attention, with increased inability to concentrate. Appears to not pay attention in one-to-one conversations.	
5. Occasional complaints from fellow employees or individuals outside the work unit.	
6. Elaborate and improbable alibis (other people and explanations that are suspect, explain work deficiencies.)	
7. Confusion and increasing difficulty in handling assignments.	
8. A high rate of accidents (personal and/or property damage) on and off the job.	
9. Blames others for job performance deficiencies. Demonstrates non-receptive behavior/attitude toward constructive criticism.	
10. Complaints of being treated unfairly by supervisors, other employees, the work organization.	
11. Absent without annual or sick leave being available.	
12. Absence from work post/site without good reason, without notice, or without authorization.	
13. Excessive sick leave use ()with ()without medical excuses being provided next work day.	
14. Absent on Mondays and/or Fridays, before and after holidays, and the day after payday.	
15. Repeated absences for prolonged periods of time (2-4 days, etc.)	
16. Excessive or repeated tardiness (10-20 minutes, etc.)	
17. Early departure from work without notice or without permission.	
18. Long lunch hours.	
19. Elaborate, increasingly improbable, and sometimes bizarre excuses for absences or tardiness.	
20. Complaints from fellow workers about attitude, behavior, team player issues, profanity, unpredictability.	
21. Overreaction to real, or imagined criticism. Inability to accept, use, and incorporate feedback given by others.	
22. Avoidance of associates, isolation-type behavior, decreased communication needed for team-building and maintenance.	
23. Undependable statements. Facts later discovered do not support earlier statements given.	
24. Exaggerated work accomplishments. Inability to recognize others contributions, opinions, feelings, needs for validation.	
25. Grandiose, aggressive, and/or belligerent behavior toward coworkers, supervisor, customers,	

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students, parents, public.	
26. Accusing supervisor of being unfair. Makes slanderous, defaming, or injurious statements about supervisor or others.	
27. Domestic problems interfere with work, attendance, conduct on the job.	
28. Evidence of financial problems, including borrowing or attempting to borrow money from coworkers.	
29. Deterioration of hygiene and personal appearance.	
30. Apparent loss of ethical values. Demonstrates disrespect toward supervisor and coworkers.	
31. Property is damaged, lost, stolen while in possession or being watched or guarded by employee.	
32. Excessive personal phone calls, pagers going off while at work.	
33. Mood swings during the day.	
34. Mood swings from one day to the next. Unwillingness to “pitch in” and help out coworkers.	
35. Complaints of not feeling well to the exclusion of duties.	
36. Claims of getting help for various personal problems without improving job performance, attendance, or attitude.	
37. Inappropriate requests for outstanding recognition of mediocre job performance.	
38. Excessive apologizing for work, attendance problems, etc. without correcting problematic behavior.	
39. Refusal to follow reasonable instructions of work supervisor. Resistant or uncooperative attitude.	
40. Complaints of sexual or other forms of harassment (teasing, mocking, taunting behavior) by coworkers.	
41. Disparaging remarks of an ethnic or racial nature.	
42. Use of profanity or irreverent, vulgar, intimidating, offensive, or hostile language.	

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