Performance Problem Checklist

ATTENDANCE
.....
Frequent unexpected absences
Absent without annual or sick leave available
Excessive use of sick leave
Absent on Mondays, Fridays, around the holidays and after payday
Prolonged, unpredictable absences
Complaints of vague, unexplained ailments
Excessive tardiness
Elaborate and/or improbable excuses for absence or tardiness Leaves early from work without notice or permission
Long lunch hours

JOB RELATED
.....
Missed Deadlines
Increased mistakes
Details often neglected
Inattention or poor judgment
Spasmodic work output by a usually steady employee
Lack of concentration
A high rate of accidents on and off the job
Makes unreliable statements
Apologizing for problems without correcting problematic behavior Refusal to follow reasonable request of supervisor
Unwilling to change/rigid
Overly dependent on others
Needs constant supervision
Blames others for poor job performance
Frequent absence from work or post/site without reason
Excessive personal phone calls, pages, etc.

INTERPERSONAL SKILLS
.....
Deliberately avoids colleagues/supervisor
Poor communication skills
Complaints from fellow coworkers or those outside area
Inability to accept feedback or constructive criticism
Argumentative
Overly critical of others
Demonstrates disrespect toward supervisor and coworkers
Grandiose, aggressive and /or belligerent behavior
Personal problems consistently interfere with work
Frequently borrowing money from co-workers
Mood swings Remarks, jokes or humor of an ethnic, racial or sexual nature

PHYSICAL CONDITION
.....
Looks tired
Falls asleep on the job
Slurred speech
Unsteady gait
Inappropriate personal appearance/hygiene