

## **UR Medicine Employee Assistance Program Recognizing Poor Performance Patterns**

The following list of job performance deficiencies can help you as a supervisor in identifying a problem employee. It is important to recognize changes in behavior, attitude, and appearance in which you observe a pattern of unsatisfactory job performance.

Use this list as a documentation guide. Remember to document only observable facts and behaviors. Include information such as: name, date, a brief description of the incident, witnesses and any action taken.

### **Absenteeism**

- \_\_\_\_\_ 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 on Mondays
- \_\_\_\_\_ Frequent use of unscheduled vacation days to cover absence
- \_\_\_\_\_ Leaving work early
- \_\_\_\_\_ Peculiar and increasingly improbably excuses for absences
- \_\_\_\_\_ Higher absentee rate than other employees for colds, flu, etc.
- \_\_\_\_\_ Frequent unscheduled short-term absence (with or without medical explanation)

### **On The Job Absenteeism**

- \_\_\_\_\_ Frequent absences from post for more time than job requires
- \_\_\_\_\_ Excessive tardiness in returning from breaks, lunch, or dinner
- \_\_\_\_\_ Frequent trips to water fountain or restroom

### **High Accident Rate**

- \_\_\_\_\_ Accidents on job
- \_\_\_\_\_ Accidents off the job which affect job performance
- \_\_\_\_\_ Accidents on job due to carelessness
- \_\_\_\_\_ "Peculiar" accidents - on and off the job

### **Changes in Personal Habits**

- \_\_\_\_\_ Reporting to work in other than normal condition
- \_\_\_\_\_ Returning from lunch or dinner in a noticeably different behavior mode
- \_\_\_\_\_ Declining attention to personal hygiene
- \_\_\_\_\_ Deteriorating personal appearance
- \_\_\_\_\_ Smell of alcohol or marijuana on person

### **Poor Job Performance**

- \_\_\_\_\_ Missed deadline
- \_\_\_\_\_ Complaints from users of product or work
- \_\_\_\_\_ Improbable excuses for poor job performance
- \_\_\_\_\_ Wasting materials
- \_\_\_\_\_ Alternate periods of high and low productivity
- \_\_\_\_\_ Difficulty in recalling instructions, details, deadlines, etc.
- \_\_\_\_\_ Job takes longer than necessary to complete
- \_\_\_\_\_ Spasmodic work habits
- \_\_\_\_\_ Diminished morning performance

### **Poor Interpersonal Relationships on the Job**

- \_\_\_\_\_ Over-reaction to real or implied criticism
- \_\_\_\_\_ Wide swings in morale
- \_\_\_\_\_ Borrowing money from co-workers
- \_\_\_\_\_ Complaints from co-workers
- \_\_\_\_\_ Unrealistic resentments
- \_\_\_\_\_ Avoidance of associates
- \_\_\_\_\_ Increasingly argumentative with co-workers