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