

## Performance Problem Checklist

### ATTENDANCE

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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

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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

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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

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