

Performance Plus

Employee Assistance Programs

Job Performance Issues Worksheet

√	Employee Name:	Date:	Counseled Date	Follow-up Date	Status
	1. Missed deadlines				
	2. Errors due to inattention or poor judgment.				
	3. Spasmodic work (alternating periods of high & low work output by previously steady employee).				
	4. Lapses of attention, with increased inability to concentrate. Appears not to pay attention.				
	5. Occasional complaints from fellow employees or individuals outside the work unit.				
	6. Elaborate and improbable alibis (other people & situations that are suspect, yet explain work deficiencies).				
	7. Confusion and increasing difficulty in handling assignments.				
	8. A high rate of accidents (personal and/or property damage) on & off the job.				
	9. Blames others for job performance deficiencies.				
	10. Complaints of being treated unfairly by supervisors, other employees, the organization.				
	11. Absent without annual or sick leave being available.				
	12. Absent from work post/site without good reason, without notice, or without organization.				
	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 tardiness.				
	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, cooperation, profanity, unpredictability.				
	21. Overreaction to real, or imagined criticism. Inability to accept, or incorporate feedback given by others.				
	22. Avoidance of associates, isolation-type behavior, decreased communication.				
	23. Undependable statements. Facts do not support statements given lies.				
	24. Exaggerated accomplishments. Inability to recognize others' contributions, opinions, feelings.				
	25. Grandiose, aggressive, belligerent behavior toward coworkers, supervisor.				
	26. Unreasonable resentments or paranoia—"people are out to get me." "There is a conspiracy against me."				
	27. Domestic problems interfere with work, attendance, conduct, focus 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.				

