**Job Performance Issues Worksheet**

How to Use this Worksheet:

Listed below are common performance, behavioral, and attendance related problems typically exhibited by employees. Review the list and then construct your documentation based upon the signs and symptoms exhibited by your employee.

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| **Job Performance Issues** | **Check** |
| 1. Missed deadlines. |  |
| 1. Errors due to inattention or poor judgment. |  |
| 1. Spasmodic work (alternating periods of unusually high and low work output by a previously steady employee) |  |
| 1. Lapses of attention, with increased inability to concentrate. Appears not to pay attention in conversation. |  |
| 1. Occasional complaints from fellow employees or individuals outside the work unit. |  |
| 1. Elaborate and improbable alibis (other people or situation that is suspect, yet explains work deficiencies). |  |
| 1. Confusion and increasing difficulty in handling assignments. |  |
| 1. A high rate of accidents (personal and/or property damage) on and off the job. |  |
| 1. Blames others for job performance deficiencies. |  |
| 1. Complaints of being treated unfairly by supervisors, other employees, the work organization. |  |
| 1. Absent without annual or sick leave available. |  |
| 1. Absence from work post/site without good reason, without notice, or without authorization. |  |
| 1. Excessive sick leave use ( ) with ( ) without medical excuses being provided the next workday. |  |
| 1. Absent on Mondays and/or Fridays, before and after holidays, and the day after payday. |  |
| 1. Repeated absences for prolonged periods of time (2-4 days, etc.). |  |
| 1. Excessive tardiness. |  |
| 1. Early departure from work without notice or without permission. |  |
| 1. Long lunch hours. |  |
| 1. Elaborate, increasingly improbable and sometimes bizarre excuses for absences or tardiness. |  |
| 1. Complaints from fellow workers about attitude, behavior, team player issues, profanity, unpredictability. |  |
| 1. Overreaction to real or imagined criticism. Inability to accept, use and incorporate feedback given by others. |  |
| 1. Avoidance of associates, isolation type behavior, decreased communication needed for team building and maintenance. |  |
| 1. Undependable statements. Facts later discovered do not support earlier statements given. |  |
| 1. Exaggerated work accomplishments, inability to recognize other’s contributions, opinion, feelings, needs for validation. |  |
| 1. Grandiose, aggressive and/or belligerent behavior toward coworkers, supervisor, customers, students, parents, public. |  |
| 1. Unreasonable resentments – “people are out to get me.” “There is a conspiracy against me.” |  |
| 1. Domestic problems interfere with work, attendance, conduct on the job. |  |
| 1. Evidence of financial problems, including, borrowing, or attempting to borrow money from coworkers. |  |
| 1. Deterioration of hygiene and personal appearance. |  |
| 1. Apparent loss of ethical values. Demonstrates disrespect toward supervisor and coworkers. |  |
| 1. Property is damaged, lost, or stolen while in possession or being watched or guarded by employee. |  |
| 1. Excessive personal phone calls, pagers and/or cell phones going off while at work. |  |
| 1. Mood swings during the day. |  |
| 1. Mood swings from one day to the next. Unwillingness to “pitch in” and help out other coworkers. |  |
| 1. Complaints of not feeling well to the exclusion of duties. |  |
| 1. Claims of getting help for various personal problems without improving job performance, attendance or attitude. |  |
| 1. Inappropriate requests for outstanding recognition or mediocre job performance. |  |
| 1. Excessive apologizing for work, attendance problems, etc., without correcting problematic behavior. |  |
| 1. Refusal to follow reasonable instructions of work supervisor. |  |
| 1. Complaints of sexual or other types of harassment from coworkers/customers. |  |
| 1. Disparaging remarks, jokes and humor of an ethnic or racial nature. |  |
| 1. Use of profanity on the job that is offensive to coworkers. |  |
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**Notes:**