

supervisor tools

Declining Job Performance Checklist



Absenteeism

- Multiple instances of unauthorized leave
- Excessive sick leave
- Frequent Monday and/or Friday absences
- Repeated absences, particularly if they follow a pattern
- Excessive tardiness, especially on Monday mornings or in returning from lunch
- Leaving work early
- Peculiar and increasingly improbable excuses for absences
- Higher absenteeism rate than other employees for cold, flu, gastritis, etc.
- Frequent unscheduled short-term absences (with or without medical explanation)

"On-The-Job" Absenteeism

- Continued absences from work area, more than job requires
- Frequent trips to water fountain or rest room
- Long coffee or work breaks
- Physical illness on the job

High Accident Rate

- Major or minor accidents/injuries during work
- Accidents off the job
- Frequent complaints about unsafe working conditions

Difficulty Concentrating

- Work requires greater effort
- Job takes more time
- Seems "spaced out" some or much of the time
- Difficulty in recalling instructions, details, etc.

Mood

- Increasing difficulty in handling complex assignments
- Difficulty in recalling own mistakes
- Withdrawn
- Mood swings
- Suspiciousness
- Extreme sensitivity
- Irritability
- Frequent crying
- Blaming others for mistakes

Generally Lowered Job Efficiency

- Missed deadlines
- Mistakes due to inattention
- Wasting more material
- Making bad decisions
- Complaints from users of products
- Improbable excuses for poor job
- Alternate periods of high and low productivity

Poor Relationships On The Job

- Over-reaction to real or imagined criticism
- Wide swings in morale
- Borrowing money from co-workers
- Unreasonable resentments
- Feeling targeted for criticism or dismissal

Actions

- Physically threatening
- Unduly talkative
- Frequent argumentativeness
- Excessive amount of personal phone calls
- Exaggerated self importance

