

supervisor tools

A Guide to EAP Services



Intermountain Employee Assistance Program can be a valuable partner with the supervisor. Here are some examples of how this service can help you with employee situations.

Employee Counseling

My employee is having marital problems and I'm really concerned. What should I do?

Remind the employee about the Employee Assistance Program. It's easy, free and confidential

Manager Referrals

My employee is having performance problems, but I think if he resolves some of his personal problems, he would be back functioning well at work. What should I do?

Managers can refer employees who are having performance problems to the EAP. It's especially helpful if the manager will contact the EAP and give us information before we see the employee. The Supervisor Referral Form can be found on our website. Fill it out and fax it to us.

Team Building

Our team is not working together. There is a lot of backbiting. What can I do?

Call and schedule a time to meet with one of our counselors. They will assess the situation and help you develop a team intervention plan. The plan could include a team-building meeting, a training session or manager coaching.

Manager Consultation

I have an employee in my office who reports that his wife kicked him out of the home last night and he has nowhere to go. What do I do?

Give us a call! A counselor can provide the employee with a variety of ideas and resources.

Crisis Interventions

I just learned that one of my long-term employees died last night. What do I do?

Call 1-800-832-7733 and speak to our crisis counselor. They will walk you through steps to support the employee's family and your staff.

Worklife Wellness Classes

Our team is very stressed right now. How can the EAP help?

The EAP has a list of helpful, fun classes. Invite us to come for a lunch-n-learn.

