

# Warning Signs at Work

All employees, at some time, display job performance problems. A single occurrence of coming to work late need not be a cause for alarm. However, when an employee displays a pattern of repeated job performance decline, the supervisor needs to take notice and possible corrective action (e.g., Performance Improvement Plan). Using the checklist below can help determine if there are job performance problems and determine whether or not it is a single occurrence or a pattern. If you are not sure how to respond to someone who demonstrates a pattern of workplace problems, we are here to help. Contact us at 303-369-0039 or toll-free at 866-369-0039.

## **Decline in Job Efficiency:**

- Decrease in overall work quality
- Inconsistent work quality (periods of high and/or low productivity)
- Errors in judgment
- Increased period of confusion
- Lack of concentration
- Unrealistic excuses for lowered work quality
- Missed deadlines
- Increased carelessness/mistakes
- Tasks taking excessive time to complete or never being completed
- Difficulty handling complex tasks
- Loss of memory

## **Inconsistent Work Patterns:**

- Alternate periods of high and low performance
- Decrease in dependability/follow-through
- Doing minimal or substandard work in comparison with peers & job expectation
- Frequent requests for help with assignments

## **Absenteeism:**

- Repeated absenteeism (above average)
- Pattern of Monday, Friday absenteeism or absenteeism centers around scheduled days off
- Excessive tardiness (Monday and Friday) or after days off
- Leaving work early
- Repeated absenteeism due to vaguely defined illnesses, "not feeling well," "cold," "headache"
- Improbable reasons for absenteeism
- Unauthorized leave
- Last minute request for leave
- Excessive use of sick leave

## **On-the-Job Absenteeism:**

- Extended lunch breaks
- Physical illnesses developed on the job
- Unexplained disappearances on the job
- Excessive breaks, trips to bathroom or to water fountain
- Vacant look on the job

## **Attitude/Mood:**

- Dramatic mood shifts
- Tendency to isolate
- Irritability
- Secretiveness / suspiciousness
- Crying/depressed
- Inflexibility
- Yelling/screaming

## **Physical/Emotional Problems:**

- Changes in physical/emotional condition during shift
- Marked nervousness on the job
- Excessive sweating
- Tremors of hands
- Lack of attention to personal cleanliness/grooming
- Reports to work despite physical/emotional contraindication

## **Impaired Interpersonal Relationships:**

- Frequent arguments with co-workers
- Excessive blaming of others
- Unwillingness to cooperate with co-workers or inability to compromise
- Over-reactions to co-workers
- Wide swings in mood from isolation to angry outbursts
- Avoids contact with supervisor
- Complaints by customers, vendors, or co-workers of irritability, physical roughness, or verbal abuse
- Excessive contacting of HR, managers, or co-workers

## **Other Areas:**

- Excessive time spent making personal telephone calls
- Physically threatening
- Excessive talkativeness
- Grandiosity (exaggerated self-importance)
- Persistent job transfer requests

Provided by Peer Assistance Services, Inc.

For more information contact us at 303-369-0039 or Toll free: 866-369-0039

Website: <http://www.peerassistanceservices.org/workplace/workplace.php>