

Listed below are common performance, behavioral, and attendance related problems typically exhibited by troubled employees. Review the list and then construct your documentation based upon the signs and symptoms you identify. Be sure to cite examples and use measurable terms.

Performance Symptoms Checklist

JOB PERFORMANCE ISSUES	CHECK / NOTES
1. Observed drug or alcohol use during breaks or meal periods, or during work hours.	
2. Observed drug or alcohol use preceding the start of the work day.	
3. The smell of marijuana or alcohol on the employee.	
4. Lapses of attention, with increased inability to concentrate. Appears not to pay attention in conversations.	
5. Physical signs of needle use on arms (blood marks on arms or hands)	
6. Accidents with or without injury on the job.	
7. Observed confusion and difficulty in handling assignments.	
8. Sleeping on the job.	
9. Agitated behavior	
10. Hyperactivity and anxiousness uncharacteristic of the employee	
11. Employee found with evidence of alcohol or drug use on or near person (bottles, paraphernalia, etc.)	
12. Absence from work post/site without good reason, without notice, or without authorization.	
13. Shaking and tremulousness (such an employee may be a safety risk in withdrawal, although may not be under the influence.)	
14. Disturbed psychomotor coordination: stumbling, etc.	
15. Odor of alcohol on the breath (different than smelling of alcohol above, which may result from metabolism of alcohol)	
16. Slurred speech	
17. Inappropriate attitude, character, or speech in reference to specific events	
18. Inappropriate laughter and giddiness	
19. Red or bloodshot eyes	
20. Complaints from fellow workers about attitude, behavior, team player issues, profanity, unpredictability.	
21. Overreaction to real, or imagined criticism and paranoid behavior.	
22. Violent behavior, loudness, or aggressiveness.	
23. Third person report of OBSERVED employee action—a determined reliable and credible source.	
24. Exaggerated work accomplishments. Inability to recognize others' contributions, opinions, feelings, needs for validation.	
25. Grandiose, aggressive, and/or belligerent behavior toward coworkers, supervisor, customers, students, parents, public.	
26. Unreasonable resentments — “people are out to get me.” “There is a conspiracy against me.”	
27. Domestic problems interfere with work, attendance, conduct 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.	
31. Property is damaged, tools lost, or stolen while in possession or being watched or guarded by employee.	
32. Excessive personal phone calls, pagers, use of cell phone while at work.	
33. Mood swings during the day.	
34. Mood swings from one day to the next. Unwillingness to “pitch in” and help out coworkers.	
35. Complaints of not feeling well to the exclusion of duties.	
36. Claims of getting help for various personal problems without improving job performance, attendance, or attitude.	
37. Inappropriate requests for outstanding recognition of mediocre job performance.	
38. Excessive apologizing for work, attendance problems, etc., without correcting problematic behavior.	
39. Refusal to follow reasonable instructions of work supervisor.	
40. Complaints of sexual or other types of harassment from coworkers/visitors/customers.	
41. Disparaging remarks, jokes, and humor of an ethnic or racial nature.	
42. Use of profanity on the job that is offensive to coworkers.	