

Problem Indicators

This checklist is to assist you in recognizing specific observable behaviors of an employee. This list is not all inclusive and is only a guideline to determine if an employee may be having problems. If you notice these behaviors, EAP can help you to address them with the employee.

- Lateness: morning or after lunch
- Excessive absenteeism or unexplained absences
- Bizarre or unbelievable excuses for lateness or absences
- Uncooperative
- Incomplete or faulty instructions
- Unavailability for critical discussions or decisions
- Inability to make decisions
- Delegation of responsibility for assignments he/she would normally perform
- Large amount of time spent on phone or on poorly defined projects
- Failure to inform staff on important matters
- Refusing to accept work assignments
- Shifting blame
- Avoiding responsibility for one's work or behaviors
- Depressed behavior
- Decline in personal appearance
- Withdrawal from friends and associates
- Inappropriate behavior (e.g., temper display, intoxication)
- Conflicts with co-workers
- Decrease or increase in work productivity