

## 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