**Faculty-Employee Assistance Program**

**Work Problem Checklist**

This check list is simply a guide for identifying possible performance. The presence of some of these conditions does not necessarily prove that job problems exist.  Don't try to diagnose the problem, instead discuss concerns about employee performance with FEAP 603-646-1165.

**A. Quality and Quantity of Work**

1. Difficulty completing assignments.
2. Significant increase in errors.
3. Repeated errors in spite of increased guidance.
4. Reduction in expected quantity of work.
5. Erratic quality and quantity of work produced.
6. Behavior that disrupts work flow.
7. Procrastination on significant decisions or tasks.
8. More supervision necessary than usual.
9. Frequent, unsupported explanations for poor work performance.
10. Noticeable change in written or verbal communication.

**B. Interpersonal Work Relationships**

1. Significant change in relations with co-workers, supervisors, others.
2. Frequent or intense arguments.
3. Verbal abusiveness.
4. Physical behavior that seems threatening.
5. Persistently withdrawn or less involved with people.
6. Expressions of frustrations or discontent.
7. Change in frequency or nature of complaints.
8. Complaints by co-workers or subordinates.

**C. Attendance/Job Performance**

1. Excessive unscheduled absences - # in the last 12 months.
2. Excessive scheduled absences - # in the last 12 months.
3. Excessive use of sick leave - # in the last 12 months.
4. Excessive tardiness.
5. Frequent Monday/Friday absences or other pattern.
6. Frequent unexplained disappearances.
7. Excessive "extension" of breaks or lunch.
8. Frequently leaves work early - # of days per week or month.
9. Experiences or causes job accidents.
10. Major change in duties or responsibilities.
11. Interferes with or ignores established procedures.
12. Inability to follow through on job performance recommendation.

**D. The Person**

1. Changes in appearance or unusual appearance (dress, hygiene).
2. Changes in speech or unusual speech (incoherent, stuttering, loud).
3. Changes in mannerisms or unusual physical mannerisms (gesture, posture).
4. Significantly reduced or significantly increased physical activity
5. Has detailed discussions about death, suicide or harming someone.
6. Increasingly irritable or tearful.
7. Persistently boisterous or rambunctious.
8. Unpredictable displays of emotion or emotional displays outside of appropriate context.
9. Unusual fears that interfere with work.
10. Has detailed discussion about obtaining or using drugs and/or alcohol.
11. Makes unfounded accusations.
12. Memory problems (difficulty recalling instructions, data, or past behaviors).
13. Comes to work with alcohol on breath.
14. Temper tantrums or angry outbursts.
15. Demanding, rigid, inflexible in attitude or behavior.
16. Major change in physical health.
17. Concerns about sexual behavior or sexual harassment.