

EMPLOYEE BEHAVIOR CHECKLIST

Use this checklist to identify and quantify observations of "troubled employees." Look for patterns of behavior, not just isolated events (unless a single event is significant).

1. SPECIFIC BEHAVIOR PATTERNS:

Employee Appearance:

- Sloppy
- Inappropriate Clothing
- Odors
- Eyes Glassy

Mood:

- Withdrawn
- Sad
- Extreme Mood Swings
- Suspiciousness
- Nervousness
- Frequent Irritability with Others

Actions:

- Physically Intimidating, Threatening, or Assaultive.
- Unduly Talkative or Argumentative.
- Exaggerated Expression of Self-Importance.
- Rigidity-Inability to Change Plans with Reasonable Ease.
- Incoherent or Irrelevant Statements on the Job.
- Over Compliance with any Routine.
- Excessive Amount of Personal Phone Time.
- Outbursts of Emotion (Crying, Laughing Inappropriately).
- Sexual Acting Out, Lack of Boundaries, Inappropriate Comments.

2. WORK PATTERNS AND PRODUCTION:

- Current Work Assignment Requires More Effort Than Usual.
- Work Takes More Time Than Usual.
- Difficulty in Recalling Instructions, Understanding Procedures, etc.
- Display of Disinterest in Work.
- Increased Difficulty in Handling Complex Assignments.
- Difficulty in Recalling Previous Mistakes.
- General Forgetfulness.
- Alternate Periods of High and Low Work Productivity.
- Coming to Work with Alcohol on Breath, Unsteady Gait, etc.
- Missed Deadlines.
- Mistakes Due To Poor Judgment.
- Outside Complaints About the Employee's Work or Attitude.
- Improbable Excuses for Poor Work, Performance or Behavior Patterns.

3. EMPLOYEE RELATIONSHIPS ON THE JOB:

- Over-Reaction to Real or Imagined Criticism.
- Wide Swings in Job Morale, Satisfaction.
- Borrowing Money from Co-Workers.
- Unreasonable Resentments of Co-Workers.
- Repeated and Compulsive Criticism of the Company.
- Persistent Requests for a Job Transfer.
- Abrasive with Others.

4. ABSENTEEISM:

- Multiple Instances of Improper Reporting Time Off.
- Excessive Sick Leave.
- Repeated Patterns of Absences.
- Excessive Lateness at Start of Shift, After Breaks.
- Strange and Improbable Excuses for Absences.
- High Absenteeism for Unspecified Illness.
- Frequent Unscheduled Short-Term Absences.
- Frequent Use of Unscheduled Vacation Time.

5. "ON THE JOB" ABSENTEEISM:

- Continued Absence From Job Location More Than Necessary.
- Frequent Trips to Rest Room, Cooler.
- Long Coffee Breaks.

6. ACCIDENTS/ENDANGERMENT:

- Putting Others in Harms Way.
- Physical Complaints on the Job.
- Accidents on the Job.
- Accidents off the Job.
