

supervisor tools

Declining Job Performance Checklist



ABSENTEEISM

- ☐ Multiple instances of unauthorized leave
- ☐ Excessive sick leave
- ☐ Frequent Monday and/or Friday absences
- ☐ Repeated absences, particularly if they follow a pattern
- ☐ Excessive tardiness, especially on Monday mornings or in returning from lunch
- ☐ Leaving work early
- ☐ Peculiar and increasingly improbable excuses for absences
- ☐ Higher absenteeism rate than other employees for cold, flu, gastritis, etc.
- ☐ Frequent unscheduled short-term absences (with or without medical explanation)

"ON-THE-JOB" ABSENTEEISM

- ☐ Continued absences from work area, more than job requires
- ☐ Frequent trips to water fountain or rest room
- ☐ Long coffee or work breaks
- ☐ Physical illness on the job

HIGH ACCIDENT RATE

- ☐ Major or minor accidents/injuries during work
- ☐ Accidents off the job
- ☐ Frequent complaints about unsafe working conditions

DIFFICULTY CONCENTRATING

- ☐ Work requires greater effort
- ☐ Job takes more time
- ☐ Seems "spaced out" some or much of the time
- ☐ Difficulty in recalling instructions, details, etc.

MOOD

- ☐ Increasing difficulty in handling complex assignments
- ☐ Difficulty in recalling own mistakes
- ☐ Withdrawn
- ☐ Mood swings
- ☐ Suspiciousness
- ☐ Extreme sensitivity
- ☐ Irritability
- ☐ Frequent crying
- ☐ Blaming others for mistakes

GENERALLY LOWERED JOB EFFICIENCY

- ☐ Missed deadlines
- ☐ Mistakes due to inattention
- ☐ Wasting more material
- ☐ Making bad decisions
- ☐ Complaints from users of products
- ☐ Improbable excuses for poor job
- ☐ Alternate periods of high and low productivity

POOR RELATIONSHIPS ON THE JOB

- ☐ Over-reaction to real or imagined criticism
- ☐ Wide swings in morale
- ☐ Borrowing money from co-workers
- ☐ Unreasonable resentments
- ☐ Feeling targeted for criticism or dismissal

ACTIONS

- ☐ Physically threatening
- ☐ Unduly talkative
- ☐ Frequent argumentativeness
- ☐ Excessive amount of personal phone calls
- ☐ Exaggerated self importance



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