APPENDIX B - EMPLOYEE PERFORMANCE/BEHAVIOR CHECKLIST

Employee Name

Supervisor Name

Date

TIME AND ATTENDANCE

☐ Excessive use of sick leave (not covered by FMLA/SPF)
☐ Repeated unscheduled absences or tardiness
☐ Pattern of absences involving Mondays, Fridays, before or after holidays, around paydays or when critical work assignments are due
☐ Leaves work early for a variety of reasons
☐ Extended lunch periods and breaks
☐ Disappears from worksite for unknown reasons
☐ Frequent non work-related trips away from the work area.
☐ Malingering

QUALITY AND QUANTITY OF WORK

☐ Consistent low productivity
☐ Alternating periods of high and low productivity
☐ Makes excessive mistakes
☐ Makes poor judgments and/or decisions
☐ Misses deadlines
☐ Wastes materials used on the job
☐ Slow at starting or completing work assignments
☐ Continued failure to follow established office procedures

ATTITUDE AND MOOD

☐ Periods of high then low morale
☐ Overreaction to criticism
☐ Avoids talking with supervisor regarding work issues
☐ Difficulty in dealing with complex tasks or directions
☐ Difficulty remembering directions or details
☐ Mood changes after lunch or break
☐ Verbal or physical threats directed at self or others
☐ Bizarre, extreme, or unacceptable behavior at the worksite
☐ Increasingly withdrawn
☐ Frequent and unwarranted periods of crying or laughter
RELATIONSHIPS WITH OTHERS

☐ Poor relationships with co-workers
☐ Complaints from co-workers
☐ Complaints from outside sources – the public and/or other agencies
☐ Avoids fellow employees and supervisor

PHYSICAL APPEARANCE

☐ Deterioration of personal appearance/personal hygiene
☐ Increased nervousness and shakiness
☐ Changes in appearance after lunch or break

ACCIDENTS

☐ Increased number of accidents on or off the job

OTHER CONCERNS (LIST)

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