APPENDICES

APPENDIX A - IDENTIFICATION CHECKLIST

Employee Name

Supervisor Name

Date

Respond to each of the questions by placing an "X" next to "yes" or "no."

YES NO

☐ ☐ Does the employee have the qualifications (skills and abilities) to perform the assigned duties?

☐ ☐ Has the employee been properly trained to perform his/her duties?

☐ ☐ Does the employee have the necessary work-related resources to perform the assigned duties?

☐ ☐ Is there sufficient time and/or staffing available for the employee to perform the assigned tasks?

☐ ☐ Does the employee understand what is expected of him/her?

☐ ☐ Does the employee have and understand his/her job standards?

☐ ☐ Has the pattern of the performance problem, marginal or otherwise, been persistent over time?

☐ ☐ Has the employee ever functioned at acceptable levels?

☐ ☐ Has the employee been warned repeatedly about the specific performance problem(s)?

☐ ☐ Have clear expectations for improvement been made known to the employee?

☐ ☐ Has the employee been more closely supervised including the review of work assignments and progress?

If you have answered "no" in response to any of the above questions, there may be the possibility that the problem can be corrected in the workplace by addressing that specific issue.

If you answered "yes" to all of the above questions, then it is more likely that you may be dealing with an employee impaired by a personal issue.