

## **RECOGNIZING THE-PROBLEM**

Troubled employees struggling with personal problems will very often exhibit changes in behavior that may lead to poor job performance.

*Some examples:*

1. Frequent absences with vague excuses.
2. Excessive use of sick days.
3. Pattern of unscheduled vacations.
4. Repeatedly coming to work late.
5. Repeated unannounced, early departures from work.
6. Taking unscheduled days off following a weekend, holiday or vacation.
7. Using up vacation days as soon as they are accrued.
8. Frequent and/or prolonged unannounced absences during assigned work hours.
9. Repeatedly missing scheduled staff functions or client related activities.
10. Errors in judgment, which are inconsistent with past standards of good judgment.
11. Difficulty or failure to carry out routine instructions.
12. Erratic or deteriorating quality of performance when compared with past performance.
13. Overreacting to appropriate criticism.
14. Manipulating co-workers to take over assigned responsibilities.
15. Avoiding interaction with co-workers.
16. Appearing withdrawn or overly preoccupied.
17. Wide mood swings during the day for no apparent reason.
18. An increase in personal telephone calls causing repeated work interruptions.
19. Deteriorating hygiene or appearance.
20. Complaints by co-workers about employee's erratic behavior or lack of work.