Check all that apply to the employee in question. While any of these actions may be indicative of a troubled employee, remember that all employees occasionally exhibit some of these problems. The key is to look for consistent behavioral patterns that signal the need for intervention.

**Absenteeism**
- Leaving Without Permission
- Excessive Sick Leave
- Frequent Monday and/or Friday Absences
- Late to Work, Especially on Monday Mornings and/or Returning From Lunch
- Leaving Work Early
- Peculiar and Increasingly Unbelievable Excuses for Absences and/or Lateness
- Absent More Often Than Usual for Colds, Flu, Gastritis, etc.
- Frequent, Unscheduled Short-term Absences, With our Without Medical Explanation

**Presenteeism**
- Continued Absences From Post or “Goofing Off”
- Longer-than-normal Coffee Breaks
- Repeated On-the-Job Physical Illness For Which the Employee Does Not Seek Medical Attention
- Frequent Trips to the Restroom

**High Accident Rate**
- History of On-the-Job Accidents
- History of Off-the-Job Accidents Affecting Job Performance
- “Horseplay” or other actions causing unsafe work conditions

**Concentration Difficulties**
- Work Requires Greater Effort Than Normal
- Assignments Take More Time to Complete
- Repeated Mistakes Due to Inattentiveness
- History of Bad Decisions and/or Poor Judgment

**Memory Problems**
- Difficulty in Recalling Instructions, Details, Conversations, etc.
- Difficulty Recalling One’s Own Mistakes

**Confusion**
- Difficulty Following Instructions
- Increasing Difficulty Handling Complex Assignments

**Uneven Work Pattern**
- Alternating Periods of High and Low Productivity

**Reporting to Work**
- Coming to/Returning to Work in an Obviously Altered Condition

**Lowered Job Efficiency in General**
- Missed Deadlines
- Waste, Using More Material(s) Than Necessary
- Complaints From Customers or Clients
- Improbable Excuses for Poor Job Performance
- Cannot Be Depended on to be Where They Say They Will Be or Do What They Say They Will Do

**Poor On-the-Job Relationships**
- Failure to Keep Promises and Unreasonable Excuses for Failing to Keep Promises
- Over-Reaction to Real or Imagined Criticism
- Wide Mood Swings
- Borrowing Money From Co-Workers
- Unreasonable Resentments
- Avoiding Other Employees
- Lying and Exaggerating