

## **EMPLOYEE BEHAVIOR CHECKLIST**

Use this checklist to identify and quantify observations of "troubled employees." Look for patterns of behavior, not just isolated events (unless a single event is significant).

### **1. SPECIFIC BEHAVIOR PATTERNS:**

#### **Employee Appearance:**

☐ Sloppy ☐ Inappropriate Clothing ☐ Odors ☐ Eyes Glassy

#### **Mood:**

☐ Withdrawn ☐ Sad ☐ Mood Swings (High & Low) ☐ Suspiciousness ☐ Extreme Sensitivity ☐ Nervousness ☐ Frequent Irritability with Others ☐ Preoccupation with Health-Death

#### **Actions:**

☐ Physically Intimidating, Threatening, or Assaultive.  
☐ Unduly Talkative or Argumentative.  
☐ Exaggerated Expression of Self-Importance.  
☐ Rigidity-Inability to Change Plans with Reasonable Ease.  
☐ Incoherent or Irrelevant Statements on the Job.  
☐ Over Compliance with any Routine.  
☐ Excessive Amount of Personal Phone Time.  
☐ Outbursts of Emotion (Crying, Laughing Inappropriately).  
☐ Sexual Acting Out, Lack of Boundaries, Inappropriate Comments.

### **2. WORK PATTERNS AND PRODUCTION:**

☐ Current Work Assignment Requires More Effort Than Usual.  
☐ Work Takes More Time Than Usual.  
☐ Difficulty in Recalling Instructions, Understanding Procedures, etc.  
☐ Display of Disinterest in Work.  
☐ Increased Difficulty in Handling Complex Assignments.  
☐ Difficulty in Recalling Previous Mistakes.  
☐ General Forgetfulness.  
☐ Alternate Periods of High and Low Work Productivity.  
☐ Coming to Work with Alcohol on Breath, Unsteady Gait, etc.  
☐ Missed Deadlines.  
☐ Mistakes Due To Poor Judgment.  
☐ Outside Complaints About the Employee's Work or Attitude.  
☐ Improbable Excuses for Poor Work, Performance or Behavior Patterns.  
☐ Carelessness with Self, Others, Equipment.

### **3. EMPLOYEE RELATIONSHIPS ON THE JOB:**

- ☐ Over-Reaction to Real or Imagined Criticism.
- ☐ Wide Swings in Job Morale, Satisfaction.
- ☐ Borrowing Money from Co-Workers.
- ☐ Unreasonable Resentments of Co-Workers.
- ☐ Repeated and Compulsive Criticism of the Company.
- ☐ Persistent Requests for a Job Transfer.
- ☐ Abrasive with Others.

### **4. ABSENTEEISM:**

- ☐ Multiple Instances of Improper Reporting Time Off.
- ☐ Excessive Sick Leave.
- ☐ Repeated Patterns of Absences.
- ☐ Excessive Lateness at Start of Shift, After Breaks.
- ☐ Strange and Improbable Excuses for Absences.
- ☐ High Absenteeism for Unspecified Illness.
- ☐ Frequent Unscheduled Short-Term Absences.
- ☐ Frequent Use of Unscheduled Vacation Time.

### **5. "ON THE JOB" ABSENTEEISM:**

- ☐ Continued Absence From Job Location More Than Necessary.
- ☐ Frequent Trips to Rest Room, Cooler.
- ☐ Long Coffee Breaks.

### **6. ACCIDENTS/ENDANGERMENT:**

- ☐ Putting Others in Harms Way.
- ☐ Physical Complaints on the Job.
- ☐ Accidents on the Job.
- ☐ Accidents off the Job.