

## **Warning Signs of a Troubled Employee**

### **Absenteeism and Tardiness**

- Especially Mondays and Fridays (After paydays and holidays)
- Arrive late – leave early
- Long lunch breaks
- Often absent due to illness
- Improbable excuses – constantly absent from assigned area

### **Unreliability**

- Pattern of missed deadlines
- Poor concentration
- Confusion about instructions
- Critical errors in judgement
- Lack of attention to details
- Declining job performance – often inconsistent
- Work performance swings unexplainably between extreme highs and lows
- Complaints from clients, other supervisors, co-workers

### **Frequent Accidents**

- Pattern of accidents
- Frequent falls
- Minor cuts and bruises
- Spills, breakage, damage to equipment
- Taking unwise risks
- Ignoring safety rules
- Using equipment recklessly

### **Behavior/Personality Changes**

- Irritability
- Mood swings
- Nervousness
- Hyperactivity
- Hallucinations
- Lying about work
- Lack of attention to personal dress and grooming
- Challenges authority
- Argumentative vs. cooperative
- Isolation vs. outgoing
- Resentments from co-workers
- Memory lapses