

# Employee Performance Checklist

By Alex Strickland

- ☐ Quality of Work
  - ☐ Clear refusal to do assigned tasks
  - ☐ Significant increase in errors
  - ☐ Need repeated instructions
  - ☐ Repeated errors in spite of increased guidance
  - ☐ Job take longer than necessary to complete
  - ☐ Poor decision making
  - ☐ Reduced quantity of work
  - ☐ Inconsistent quality/quantity of work
  - ☐ Behavior that disrupts workflow
  - ☐ Forgets obvious or important things
  - ☐ Procrastination on significant decisions or tasks
  - ☐ More than usual supervision necessary
  - ☐ Frequent, unsupported explanation for poor performance
  - ☐ Noticeable change in written or verbal communication
  - ☐ Missing deadlines
  - ☐ Wasting time and materials on the job
  - ☐ Difficulty in concentration
  - ☐ Difficulty in remembering direction or detail
  - ☐ Difficulty in dealing with complex tasks
  - ☐ Work requiring more time and effort than usual
- ☐ Attendance
  - ☐ Arriving late to work
  - ☐ Excessive sick days
  - ☐ Instances of leaving work early
  - ☐ Excessive tardiness
  - ☐ Having repeated unscheduled absences or tardiness
  - ☐ Leaving work early for a variety of reasons
  - ☐ Frequent unexplained disappearances
  - ☐ Excessive lateness when returning from breaks or lunch
- ☐ Attitude and Mood

- ☐ Having periods of high and then low morale
- ☐ Overreacting to criticism
- ☐ Avoids talking with supervisor regarding work issues
- ☐ Changing moods after lunch or breaks
- ☐ Over-sensitivity
- ☐ Irritability
- ☐ Increasingly tearful
- ☐ Persistently boisterous or rambunctious
- ☐ Unusual fears
- ☐ Lacks appropriate caution
- ☐ Makes unfounded accusations towards others
- ☐ Blaming others when confronted
- ☐ Difficulty remembering instructions, data, behaviour
- ☐ Temper tantrums or angry outbursts
- ☐ Demanding, rigid, inflexible
- ☐ Relationship with Others
  - ☐ Significant change in relationships with co-workers, supervisors
  - ☐ Complaints from co-workers or subordinates
  - ☐ More intolerant, resentful of fellow employees
  - ☐ Frequent arguments
  - ☐ Verbal abusiveness
  - ☐ Physical abusiveness
  - ☐ Persistently withdrawn or less involved with people
  - ☐ Intentional avoidance of supervisor
  - ☐ Change in frequency or nature of complaints
  - ☐ Unusual sensitivity to advice or critique of work
  - ☐ Difficulty in working with others
  - ☐ Complaints from outside sources, such as customers
  - ☐ Attempting to borrow money from co-workers
- ☐ General Job Performance
  - ☐ Increased concern about safety offenses involving the employee
  - ☐ Experiences or causes job accidents
  - ☐ Interferes with or ignores established procedures

- ☐ Inability to follow through on job performance recommendations
- ☐ Changes in or unusual personal appearance
- ☐ Makes unreliable or false statements
- ☐ Excessive use of the phone