

# 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  - Persistently withdrawn or less involved with people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