

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 - Persistently withdrawn or less involved with people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