Indicators of Personal Problems

Created 1999

Absenteeism	*On the Job Presence*
• unauthorized leave • excessive sick leave • Monday, Friday after payday absences • arriving late • leaving early • unscheduled absences with improbable excuses	• often away from work area • long breaks • long lunches • illness working hours • frequent trips to the car • under the influence of drugs or alcohol on the job • excessive personal phone calls on company time
Injury/Accident Rate	*Abnormal Behaviour*
• numerous injuries/accidents • frequent trips to Health Nurse • frequent equipment damage • off-the-job accidents which affect work • laughs off or excuses accidents	• bizarre/abnormal reactions • drastic change in appearance • changes in style and content of speech • borrowing money from co-workers • stealing money or goods from the organization
Decreased Job Efficiency	*Interpersonal Relationships*
• misses deadlines • mistakes, bad decisions, poor judgement • decreased output • careless, wastes materials • poor work quality • job takes more time and effort • details often neglected • undependable • forgets instructions or past mistakes • difficulty in handling complex assignments	• less communicative than in past • unclear communication • argumentative • extremes in mood and morale • refuses directions or help • isolated/withdrawn/crying • extreme swings in sociability • change in friendships • irritable, impatient, angry, temper outbursts • excessive complaining • boasting about "winnings" from gambling

The Interview

Using "I" statements is an effective way to initiate concerns to an employee such as…..

I _____ about _____ because _____.
(think or feel) (the situation) (the effect)

Examples:

- **I'm concerned about your absenteeism because you have been prompt until recently.**
- **I'm worried that more discipline will result in losing your job because your**