

Mountain Employee Assistance Program  
1750 Locust Street, Ste A  
Reno, NV 89502  
775-322-6066  
Fax: 775-322-6566

**Job Performance Intake Form**

|                   |                         |             |
|-------------------|-------------------------|-------------|
| Date of Call      | Employer                | Case Number |
| Caller/Supervisor | Phone Number/Fax Number | Job Title   |

|                |                        |
|----------------|------------------------|
| Employee       | Social Security Number |
| Employer/Dept. | Length of Employment   |

Please briefly describe why you are referring this employee?

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Are the issues leading up to this referral new for the employee or is there a prior history of problems in this area?

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Do you suspect alcohol or drug abuse? YES / NO

Have any prior corrective actions been taken to address this issue? YES / NO

What behavior changes could the employee work toward to improve his/her job performance?

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Can you think of any other information that would be useful for the counselor?

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Deadline employee has to call for an appointment.

Name and Address to send report :

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| <b>JOB PERFORMANCE<br/> <u>ISSUES WORKSHEET</u></b> |
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**HOW TO USE THIS WORKSHEET**

Listed below are common performance, behavioral, and attendance related problems typically exhibited by troubled employees. Review the list and then construct your documentation based upon the signs and symptoms exhibited by your employee.

| JOB PERFORMANCE ISSUES  | CHECK / NOTES |
|---|---------------|
| 1. Missed deadlines.  |               |
| 2. Errors due to inattention or poor judgment.  |               |
| 3. Spasmodic work (alternating periods of unusually high and low work output by previously steady employee).                  |               |
| 4. Lapses of attention, with increased inability to concentrate. Appears not to pay attention in conversations.               |               |
| 5. Occasional complaints from fellow employees or individuals outside the work unit.  |               |
| 6. Elaborate and improbable alibis (other people and situations that are suspect, yet explain work deficiencies).             |               |
| 7. Confusion and increasing difficulty in handling assignments.   |               |
| 8. A high rate of accidents (personal and/or property damage) on and off the job.   |               |
| 9. Blames others for job performance deficiencies.  |               |
| 10. Complaints of being treated unfairly by supervisors, other employees, the work organization.                              |               |
| 11. Absent without annual or sick leave being available.  |               |
| 12. Absence from work/post/site without good reason, without notice, or without authorization.                                |               |
| 13. Excessive sick leave use: ( ) with ( ) without medical excuses being provided next work day.                              |               |
| 14. Absent on Mondays and/or Fridays, before and after holidays, and the day after payday.                                    |               |
| 15. Repeated absences for prolonged periods of time (2-4 days, etc.)  |               |
| 16. Excessive tardiness.  |               |
| 17. Early departure from work without notice or without permission.   |               |
| 18. Long lunch hours.   |               |
| 19. Elaborate, increasingly improbable, and sometimes bizarre excuses for absences or tardiness.                              |               |
| 20. Complaints from fellow workers about attitude, behavior, team player issues, profanity, unpredictability.                 |               |
| 21. Overreaction to real, or imagined criticism. Inability to accept, use, and incorporate feedback given by others.          |               |
| 22. Avoidance of associates, isolation-type behavior, decreased communication needed for team-building and maintenance.       |               |
| 23. Undependable statements. Facts later discovered do not support earlier statements given.                                  |               |
| 24. Exaggerated work accomplishments. Inability to recognize others' contributions, opinions, feelings, needs for validation. |               |
| 25. Grandiose, aggressive, and/or belligerent behavior toward coworkers, supervisor, customers, students, parents, public.    |               |
| 26. Unreasonable resentments – "People are out to get me", "There is a conspiracy against me."                                |               |
| 27. Domestic problems interfere with work, attendance, conduct on the job.  |               |
| 28. Evidence of financial problems, including borrowing or attempting to borrow money from coworkers.                         |               |
| 29. Deterioration of hygiene and personal appearance.   |               |
| 30. Apparent loss of ethical values. Demonstrates disrespect toward supervisor and coworkers.                                 |               |
| 31. Property is damaged, lost, stolen while in possession or being watched or guarded by employee.                            |               |
| 32. Excessive personal phone calls, pagers going off while at work  |               |
| 33. Mood swings during the day.   |               |
| 34. Mood swings from on day to the next. Unwillingness to "pitch in" and help out coworkers.                                  |               |
| 35. Complaints of not feeling well to the exclusion of duties.  |               |
| 36. Claims of getting help for various personal problems without improving job performance, attendance, or attitude.          |               |
| 37. Inappropriate requests for outstanding recognition of mediocre job performance.   |               |
| 38. Excessive apologizing for work, attendance problems, etc., without correcting problematic behavior.                       |               |
| 39. Refusal to follow reasonable instructions of work supervisor.   |               |
| 40. Complaints of sexual or other types of harassment from coworkers/visitors/customers.                                      |               |
| 41. Disparaging remarks, jokes, and humor of an ethnic or racial nature.  |               |
| 42. Use of profanity on the job that is offensive to coworkers.   |               |