

# JOB PERFORMANCE MEETING

## DEFINE THE PROBLEM

1. STATE THE \_\_\_\_\_
2. PROVIDE \_\_\_\_\_
3. STATE THE \_\_\_\_\_

## MOTIVATE

4. GAIN \_\_\_\_\_ OF THE PROBLEM
5. OBTAIN A \_\_\_\_\_ TO CHANGE

## DEFINE GOALS

6. ESTABLISH \_\_\_\_\_ OBJECTIVES\*
7. ESTABLISH A \_\_\_\_\_ TO REVIEW PROGRESS
8. INFORM ABOUT \_\_\_\_\_ STATUS

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| <ol style="list-style-type: none"><li>1. Problem</li><li>2. Documentation</li><li>3. Consequences</li><li>4. Acceptance</li><li>5. Commitment</li><li>6. Achievable</li><li>7. Time</li><li>8. Disciplinary</li></ol> |
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# JOB PERFORMANCE CHECK LIST

## ABSENTEEISM

- Pattern of missing work Mondays, Fridays and near holidays
- Unauthorized medical leave
- Improbable excuses for absences
- Sick more days than absenteeism policy allows

## “ON THE JOB” ABSENTEEISM

- Frequent trips to the rest room, or break area
- Away from the work area or desk more than necessary
- Late arrivals and early departures
- Frequent trips to other departments

## ACCIDENT

- Injuries on the job
- Injuries away from the job
- Suspect of causing an accident to happen
- Involved in “near misses”

## CONCENTRATION ON THE JOB

- Difficulty in recalling instructions or handling complex assignments
- Careless in recognizing mistakes or faulty workmanship
- Slow to learn new tasks
- Bad decisions

## LOWERED JOB EFFICIENCY

- Uneven work patterns alternating in high and low productivity
- More errors and wasted material than normal
- Less productive after a “liquid lunch”
- Missed deadlines and unmet production goals

## JOB SHRINKAGE

- Performs at high level but does fewer things
- Other workers covering workload
- Decreasing levels of responsibility
- Transfer and/or demotion

## RELATIONSHIP ON THE JOB

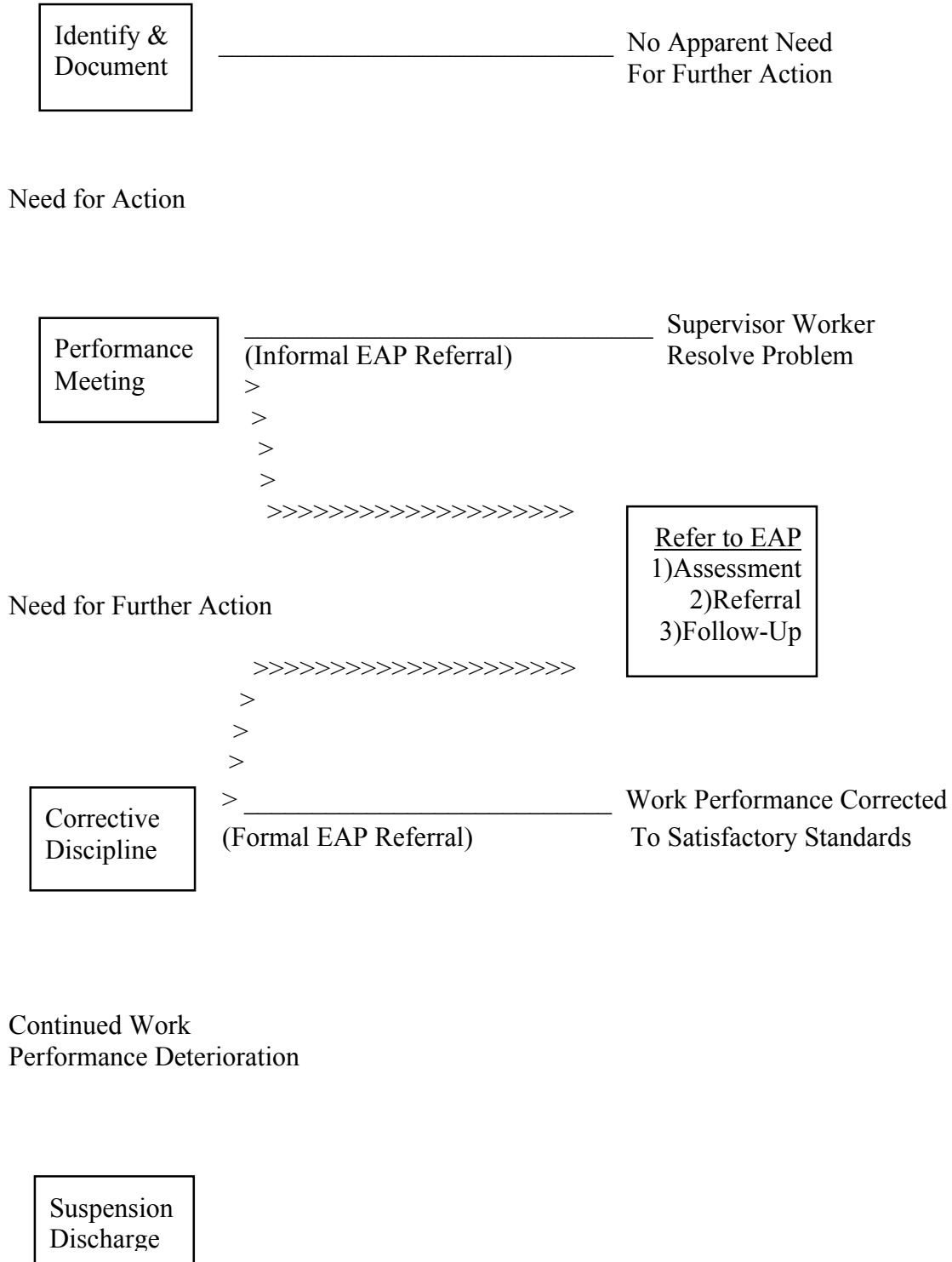
- Wide mood swings
- Involved in conflicts or fights with co-workers or customers
- Avoidance of others
- Erosion of trust and credibility

## PERSONAL APPEARANCE AND BEHAVIOR

- Reports to work “unfit for duty”
- Unprofessional or inappropriate personal appearance

# SUPERVISOR EAP REFERRAL PROCESS

## Poor Job Performance



# SUPERVISOR EAP CONSULTATION SERVICES

- Mental Health
- Substance Abuse
- Violence or Threat
- Critical Incidents
- Re-Organization
- Leadership Skills
- Job Performance