

## WARNING SIGN CHECKLIST

### Physical signs or condition

- Weariness, exhaustion
- Unusual untidiness
- Yawning excessively
- Sleepiness (nodding)
- Poor concentration
- Easily distracted

### Actions

- Withdrawn or improperly talkative
- Spends excessive amount of time on telephone
- Argumentative
- Has exaggerated sense of self-importance
- Displays violent behavior
- Avoids talking with supervisor regarding work issues

### Work patterns

- Inconsistency in quality of work
- High-low periods of productivity
- Poor judgment—more mistakes than usual and general carelessness
- Lapses in concentration
- Difficulty in recalling instructions
- Difficulty in remembering own mistakes
- Using more time to complete work—missing deadlines
- Increased difficulty in handling complex situations
- Difficulty in sorting out priority items from nonessential ones
- Increased personal phone calls

### Accidents

- Taking needless risks
- Disregard for safety of others
- Higher than average accident rate on the job
- Mood swings

### Absenteeism

- Acceleration of absenteeism and tardiness, especially Mondays, Fridays, and before and after holidays

- Frequent unreported absences, later explained as “emergencies”
- Unusual or questionable excuses for absences
- Unusually high incidence of colds, flu, upset stomach, headaches
- Frequent use of unscheduled vacation time
- Leaving work area more than necessary (e.g., frequent trips to water fountain and bathroom)
- Unexplained disappearance from the job with difficulty locating employee
- Requesting to leave work early for various reasons

### Mood

- Appears to be depressed or extremely anxious all the time
- Irritable
- Suspicious
- Complains about others
- Emotional unsteadiness (e.g., outbursts, of crying)

### Relationship to others on the job

- Overreaction to real or imagined criticism
- Avoiding and withdrawing from peers
- Complaints from co-workers
- Borrowing money from fellow employees
- Complaints of difficulties at home, such as separation, divorce, and child discipline problems
- Persistent job transfer requests
- Refusal to accept authority
- Frequent non-work-related visits by strangers or employees from other areas
- Unauthorized meetings with employees in remote work areas