# Warning Signs of Bad Performance

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| **Potential Signs** | **Tips to Change** |
| **Poor work quality and lack of results** | **Develop an improvement plan with detailed goals and timeline. Play to employee strengths and interests.** |
| **Arrives late; leaves early; takes long breaks** | If this situation is isolated to just one employee, have a face-to-face discussion to identify the cause. If it is happening across a department or the entire organization, consider conducting an anonymous survey to uncover the root causes. |
| **Careless attitude and disengaged from responsibility** | **Get to the bottom of what is going on and find a resolution.** |
| **Employee is not interested in improving and coaching becomes a one-way process** | **Come up with a corrective action or discipline.** |
| **Toxic employees who complain about everything** | Talk to your negative team member and discuss the behavior and the need to become a more positive influence. |
| **Rebellious and rallies the department** | **Deal with the situation before it escalates.** |
| **Getting customer or vendor complaints** | Address the issue and do not allow an employee with a poor reputation in the field to damage your organization. |
| **Lack of clear performance expectations** | **Outline expectations at beginning of new hire or start of project. Set SMART goals and communicate them often. Keep employee engaged. Match work with skills. Be a guide and a mentor.** |
| **Stressed (which can trigger fight or flight)** | **Evaluate employee workloads. Redistribute tasks. Be appreciative, supportive and offer recognition.** |
| **Missed deadlines** | **Important to communicate deadlines and their importance. Schedule regular status updates.** |
| **Boredom (leads to disengagement; loss of productivity)** | **Know employee likes and strengths. Offer them challenges. Keep employee motivated by offering recognition and feedback.** |