

Warning Signs of Bad Performance

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.

