



PUNCTUALITY AND TARDINESS

1. Employee is always late to work.

Issue (How)

Problem (Why)

Expectation

2. Employee does not notify me in a timely manner that he is running late.

Issue (How)

Problem (Why)

Expectation

NON-RESPONSIVENESS

3. Employee does not provide timely project updates to constituents.

Issue (How)

Problem (Why)

Expectation

4. Employee does not respond to e-mail and phone messages in a timely manner.

Issue (How)

Problem (Why)

Expectation

MISSED DEADLINES

5. Employee consistently misses project deadlines.

Issue (How)

Problem (Why)

Expectation



6. Employee does not communicate in a timely manner that she may miss a deadline.

Issue (How) _____

Problem (Why) _____

Expectation _____

LACK OF ATTENTION TO DETAIL

7. Employee does not care about the quality of his work.

Issue (How) _____

Problem (Why) _____

Expectation _____

8. Employee makes mistakes because she does not double check her work.

Issue (How) _____

Problem (Why) _____

Expectation _____

BEHAVIOR ISSUES

9. Employee is rude and demeaning to students with questions.

Issue (How) _____

Problem (Why) _____

Expectation _____

10. Employee has an attitude problem.

Issue (How) _____

Problem (Why) _____

Expectation _____