



## EMPLOYEE ISSUES YOU SHOULD BE DOCUMENTING

To follow Employee Relations best practices, document when an employee:

1. Gets into a dispute with a co-worker
2. Has a hygiene problem that can no longer be ignored
3. Views sexually explicit material over the company internet
4. Frequently uses the phone or internet for personal reasons
5. Lacks attention to detail in work
6. Is slow to get work done ... missing assignments and quotas
7. Receives poor customer feedback
8. Has a dip in expected sales production
9. Struggles during the probationary or training period
10. Covers up for a co-worker
11. Has a hard time following through and never seems to get anything done
12. Uses company equipment or facilities without proper authority
13. Works unapproved overtime
14. Has poor time management skills
15. Has excessive unscheduled absences from work
16. Is frequently late for work
17. Proselytizes religious or political beliefs to co-workers or subordinates
18. Raises a concern about disparity in wages or benefits
19. Uses the company credit card for personal expenditures—even if it's paid back
20. Calls women in the office "dear", "sweetie", or "girls"
21. Has one too many at the company holiday party
22. Doesn't have the required technical skills to get the job done
23. Shows up inappropriately dressed or with questionable body piercing/art
24. Has inadequate problem solving skills
25. Demonstrates weak written or oral communication skills

[CONTINUES ON NEXT PAGE]



**EMPLOYEE ISSUES  
YOU SHOULD BE  
DOCUMENTING**

26. Keeps office space a mess
27. Violates a safety rule, even if no one gets hurt
28. Swears, either in casual conversation or when things get heated
29. Frequently sends, receives and forwards inappropriate jokes over e-mail
30. Is the office bully
31. Makes discriminatory comments or racial epithets, even once
32. Has a tendency to have "elevator eyes" when talking to women
33. Gossips—all day long
34. Displays a lack of commitment to the job or the company
35. Carelessly leaves confidential information out in the open
36. Can't seem to get along with anyone on the team
37. Makes a veiled threat of physical harm to a co-worker
38. Reports misconduct of co-workers or supervisor
39. Appears to have an alcohol or drug problem that is impacting work
40. Cannot accept constructive criticism
41. Shows a lack of respect when speaking to a supervisor
42. Requests or takes a leave of absence
43. Is constantly late for meetings
44. Always has an excuse for not getting things done
45. Shares confidential or proprietary information
46. Has an unwillingness to confront problems head-on
47. Is beginning or modifying a flexible work arrangement
48. Telecommutes but never seems to be reachable when needed
49. Is being placed on a performance plan or receiving a disciplinary warning
50. Is exiting the business either voluntarily (resignation) or involuntarily (termination)

**Proper and timely documentation protects your organization and provides clear expectations to your employees.**

You can't prevent every employee relations issue. But you can control how your organization responds. Achieve consistency in the way you track, investigate, and analyze with HR Acuity—the employee relations case management solution. All with software that equips you with built-in expertise to make best practice your process.



**HR Acuity. Because in today's world, doing things the right way is your only option.**