



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
