



## Should You Act on Reasonable Suspicion?

### Quantum EAP Performance Symptoms Checklist

**REASONABLE SUSPICION:** Recommending a test for reasonable suspicion is based on observed behavior and circumstances compared to what is considered "normal" for the employee in question. It's more than a hunch. It is based upon specific, contemporaneous observations that can be articulated concerning the appearance, behavior, speech, or other uncharacteristic traits of the employee. Construct documentation based on symptoms identified and be sure to cite examples using measurable terms.

JOB PERFORMANCE ISSUES	CHECK / NOTES
1. Observed drug or alcohol use preceding the start of the work day, during breaks or meal periods, or during work hours.	
2. Reported drug or alcohol abuse from significant other, family, fiends, employees, or anyone determined to be reliable and credible	
3. The smell of marijuana or alcohol on the employee.	
4. Lapses of attention, with increased inability to concentrate. Appears not to pay attention in conversations.	
5. Physical signs of needle use (blood marks on arms or hands)	
6. Accidents with or without injury on the job.	
7. Observed confusion and difficulty in handling assignments.	
8. Sleeping on the job.	
9. Agitated behavior.	
10. Hyperactivity and anxiousness uncharacteristic of the employee	
11. Employee found with evidence of alcohol or drug use on or near person (bottles, paraphernalia, etc.)	
12. Absence from work post/site without good reason, without notice, or without authorization.	
13. Shaking and tremulousness (such an employee may be a safety risk due to withdrawal, though not be under the influence.)	
14. Disturbed psychomotor coordination: stumbling, etc.	
15. Odor of alcohol on the breath (different that smelling of alcohol, which may result from metabolism of alcohol)	
16. Slurred speech.	
17. Inappropriate attitude, temperament, or speech in reference to specific events	
18. Inappropriate laughter and giddiness	
19. Red or bloodshot eyes.	
20. Complaints from fellow workers about attitude, behavior, team player issues, profanity, or unpredictability.	
21. Overreaction to real, or imagined criticism; paranoid behavior.	
22. Violent behavior, threats of harm to self or others, loudness, or aggressiveness.	
23. Deterioration of personal hygiene and appearance, lethargy, depressed or flat affect.	
24. Exaggerated work accomplishments. Inability to recognize others' contributions, opinions, feelings, needs for validation.	
25. Grandiose, aggressive, and/or belligerent behavior toward coworkers, supervisor, customers, students, parents, or thepublic.	
26. Unreasonable resentments — "people are out to get me." "There is a conspiracy against me."	
27. Domestic problems interfere with work, attendance, conduct on the job.	
28. Evidence of financial problems, including borrowing or attempting to borrow money from coworkers.	
29. Observation or evidence of drug-use paraphernalia on, near , or in employee's possession; known "drug-dealing" neighborhood.	
30. Apparent loss of ethical values. Demonstrates disrespect toward supervisor and coworkers. Lack of care or concern.	
31. Property is damaged, tools lost, or stolen while in possession of the employee	
32. Excessive personal phone calls, pagers, use of cell phone while at work.	
33. Mood swings during the day, especially in the afternoon due to withdrawal.	
34. Fluctuating mood swings from one day to the next. Unwillingness to "pitch in" and help out coworkers.	
35. Complaints of not feeling well to the exclusion of duties.	
36. Claims of getting help for various personal problems without improving job performance, attendance, or attitude.	
37. Inappropriate requests for outstanding recognition of mediocre job performance.	
38. Excessive apologizing for work, attendance problems, etc., without correcting problematic behavior.	
39. Refusal to follow reasonable instructions of work supervisor / team leader.	
40. Complaints of sexual or other types of harassment from coworkers/visitors/customers.	
41. Use of profanity on the job that is offensive to coworkers, disparaging remarks, jokes, and humor or an ethnic or racial nature.	
42. Employee's Admission of using illicit or illegal drugs and/or abuse thereof, not limited to alcohol.	