



Look Beyond the Status Quo: Does this Employee Need to Go? Checklist

Does your employee:

1. Put others' work at risk?
2. Depend on others to help do their job?
3. Create near-daily difficulties for others?
4. Influence the culture negatively?
5. Complain about others behind their backs?
6. Take up time and energy from other employees?
7. Ask the same questions multiple times?
8. Take constructive feedback like a personal attack?
9. Lack self-awareness?
10. Focus on personal needs rather than those of the team?
11. Require regular follow-up to ensure a task is complete?
12. Resist change or learning something new?
13. Respond unprofessionally to others?
14. Expect things to be done on *their* time schedule?
15. React with over-sensitivity to feedback?
16. Tackle the least important tasks first?
17. Take advantage of others?
18. Miss deadlines?
19. Miss work and/or come in late?
20. Complain about the work?

The more Yes responses, the more likely it is that it's time for this employee to move on to a position or organization that is a better fit.