**<INSERT ORGANISATION NAME> EARLY SIGNS OF STRESSED EMPLOYEE CHECKLIST**

| **EARLY SIGNS OF STRESSED EMPLOYEE CHECKLIST** | | |
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| Work through the following questions: | **Yes** | **No** |
| Has the employee had an increased amount of absenteeism? |  |  |
| Has the employee not been completing the work, or completing work to a lower standard than previously? |  |  |
| Is the employee the first one there in the morning and the last to leave in the evening? |  |  |
| Has the employee had an increased level of illness? |  |  |
| Did the employee ask for extra assistance with the work or ask for some duties to be removed? |  |  |
| Has the employee been absent whilst doing this job for a problem associated with stress (e.g. has the employee's fit notes specifically mentioned stress)? |  |  |
| Has the employee been working particularly excessive hours for some time? |  |  |
| Have other employees doing a similar job suffered from a stress-related illness? |  |  |
| Did the employee tell you that they were struggling with the job? |  |  |
| Have there been any signs that the employee is struggling from stress (e.g. being tearful, aggressive, suffering mood swings)? |  |  |