

## RECOGNIZING THE SYMPTOMS

1. Successful recovery and rehabilitation are directly related to early recognition and early treatment. The effectiveness of the program depends on the ability to recognize the signs and symptoms associated with deteriorating work performance, indicators that may suggest a health problem. The five symptoms described may appear singly or in combination, and not necessarily in the order in which they are listed. Supervisors should be cautioned that taken singly they may signify problems other than misuse of alcohol, but a combination of them is a strong indication of a dependency. Supervisors should not undertake to diagnose alcoholism.

### 2. Work performance deficiencies

- a. Generally lowered productivity.
- b. Spasmodic work pace often reaching capacity output, followed by severe slumps.
- c. Rapid deterioration of concentration and quality of work.
- d. Carelessness, increased mistakes, and errors in judgement reaching serious proportions.
- e. Fatigue becoming more apparent.
- f. Lies and excuses becoming a habit.

### 3. Poor Attendance

- a. Increased frequency of days or half-days off work.
- b. Repeated absence on Mondays or Fridays.
- c. Increased minor illnesses.
- d. Frequent lateness for work.
- e. Leaving work early.
- f. Extended lunch periods.
- g. Unexplained disappearances from the job.

### 4. Unreliability

- a. An inclination to put things off.
- b. Neglect of details or unusual sloppy handling of assignments.
- c. Tendency to blame others for shortcomings.
- d. Desire for a different job assignment.
- e. Repeatedly seeking loans from friends or colleagues.