

6 Tips to Addressing Performance or Behavior Issues

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Do you have an employee problem that needs to be handled? Behavior is just as important as performance. In some cases, behavior has a greater impact on the company as a whole. A company culture is built by people determining what the worst behaving or performing employee can get away with. It's better for managers to handle employee issues so that employees are left in the guessing game.

Below are 6 tips to address performance or behavior issues.

1. Identify behavior or action that is a concern.
2. Identify the impact on the team such as completing project tasks, affecting the bottom line, etc.
3. Identify the change expected (be detailed and specific; make no assumptions that they know what you are referencing).
4. Identify a deadline for change (yes, it can be immediately, especially for behavior).
5. Identify a consequence if change does not happen (such as demotion or even termination).
6. Celebrate the change, particularly when successfully resolved. Otherwise, professionally, and respectfully implement the consequence.



Remember that all verbal conversations should also be communicated in writing. This written communication can be an email recapping your verbal conversation regarding the six steps. Many people do not take verbal warnings seriously, but a written documentation signals their brain that **the conversation was serious**.

Also, you want to cover your company **assets** when, and if, the time comes that you must terminate this employee. Most HR or legal experts will also tell you to get the employee to sign it. I am telling you at a minimum, have the conversation with the person and then document it with that person (not just in an isolated binder of secret complaints).