



Directions: The supervisor (or other agency designee) should record any signs, conditions and/or observations that cause the supervisor to suspect that the employee may be under the influence of drugs/alcohol. Observations should focus on items that deviate from the employee's normal or usual behavior.

Job Performance Observations (Specific examples of difficulty performing job tasks):

Two horizontal lines for recording job performance observations.

Physical Observations

Physical Observations checklist grid with 10 numbered categories (Walking/Standing, Breath, Speech, Demeanor, Face, Actions, Eyes, Movements, Balance, Awareness) and an 'Other' section. Each category includes a list of symptoms with checkboxes and an 'Explain:' field.

Supervisor's Name (print)

Supervisor's Signature

Date