FOR EMPLOYERS:

What to look for:

- Tardiness, absences
- Lack of cooperation, can’t work with others
- Decreased productivity, frequent accidents, difficulty screening out stimuli
- Physical complaints such as stomach aches, pain, fatigue
- Difficulty concentrating, remembering things
- Making excuses for poor work or missed deadlines
- Anger, overly emotional, anxious
- Reduced interest in one’s work
- Difficulty handling stress, schedules, multiple tasks
- Willingness to take on extra work, excessive energy, inappropriate work goals
- Risk-taking, out of control behaviors, sudden weight changes

What to do:

- Ask open ended questions – What has your day been like? How are things going? Tell me about your workload
- Listen nonjudgmentally
- Give reassurance and information (e.g., FMLA)
- Encourage them to seek help, refer them to resources available at your organization
- Follow up with them

FOR EMPLOYEES:

How to take care of yourself:

- Pay attention to diet, exercise and sleep
- Avoid or limit alcohol, tobacco, other drugs
- Engage in favorite hobby or activity
- Be with friends, connect with others
- Take time to recharge batteries
- Spend time in nature
- Reduce stress
- Consider adjusting schedule, if possible

Seek help if you need to:

- Reach out to someone you trust – family, friend, faith leader
- Contact your primary care physician or employee assistance program
- Be aware of your rights (e.g., ADA, FMLA)

Suicidal behavior:

What it might look like—

- Talking about it, a preoccupation with death
- No hope for the future, making final arrangements, giving away possessions
- Self-loathing, unexplained anger
- Social isolation, changes in hygiene or appearance
- Alcohol or drug abuse

What you can do as a co-worker—

- Express empathy, offer hope
- Ask about it (don’t worry, it doesn’t promote it)—do they have a plan?
- Listen nonjudgmentally
- Contact crisis team or 911