



St. Elizabeth Employee Assistance Program

SUPERVISOR REFERRAL

This form is intended to be used as a guideline for outlining job performance concerns. When referring an employee to the Employee Assistance Program please note changes in your employee's usual behavior patterns and review the contents of this form with your employee as part of the referral process.

The information provided is intended to help the EAP counselors in assisting the employee with issues impacting their job performance.

Company: _____ is referring:

Employee: _____

Employee's job title: _____

Number of years employed by company: _____ Employee's age: _____

Is the employee on a corrective action plan: _____

☐

Employee remains actively working.

☐

Employee not working. Employer will determine return to work after receiving treatment recommendations from EAP.

The referral is being made based upon the following job-related concerns:

Decreased Productivity:

- Unacceptable work
- Uncharacteristic anger or belligerence
- Accidents or injuries occurring on the job

Please Explain:

Changes in Mood:

- Mood swings
- Emotional over expressiveness (excitation, overactivity)
- Emotional under expressiveness (inhibition, overcontrol)

Please Explain:

Unusual Absenteeism or Tardiness:

- Unscheduled vacation
- Excessive sick leave
- Repeated tardiness
- Frequent and/or prolonged
Absence from work area

Please Explain: _____

Change in Habit:

- Deterioration in personal
Appearance
- Unreliability

Please Explain: _____

Preoccupation with Personal Problems:

- Talks with co-workers
about problems
- Confides in supervisor
- Increase in personal phone calls

Please Explain: _____

Other Job-Related Concerns:

Signature: _____ **Date:** _____**Print Name:** _____**Telephone #:** _____ **Relationship to Employee:** _____**Human Resources Advisor:** _____ **Notified** ☐ **Not Notified** ☐

*Please retain a copy for your records

St. Elizabeth Employee Assistance Program**Phone# (859) 301-2570****Email to: EAPEmployees@stelizabeth.com**