

## Not Doing Enough Work

Not doing enough work refers to the problem of quantity rather than quality. This section refers to such problems as:

1. The case of an advisor who does good advising but only sees half as many students as another successful advisor
2. The case of a secretary whose disorganized style results in a lower quantity of work

See the [attendance-related section](#) if you feel the lack of quantity is a result of attendance related problems. If an employee is not producing at the level you desire consider the following steps of action.

### Suggested actions

- Establish and clearly communicate [performance standards](#)
- Redesign the position:  
Make sure the work load of each job is sensible and not designed around the unique skills of the last incumbent. Delegation is another method to simplify a job.
- Convince the employee there is enough time to complete required amount of work. To be motivated to work an employee must believe it is possible for the job to be done. Model or provide models of acceptable performance.
- Provide [performance feedback](#)
- Arrange for training if the employee lacks appropriate skills
- Provide employee with necessary supplies and equipment
- Remove distractions
- Properly [document](#) the poor performance

If the situation still exists, begin the corrective action process.