

WORK SHEET FOR ANALYZING A JOB RELATIONS SITUATION

OBJECTIVES.—What results do I need in this situation, to maintain or improve morale and production of the individual and group?

1. _____
2. _____
3. _____

I. FACTS (List pertinent facts of situation. Keep wording brief and accurate. You may explain each as you present them to the group.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____

II. POSSIBLE ACTIONS. — Resulting from weighing these facts and considering their bearing on each other. (If this is not a pending problem, list action taken and all actions considered.)

1. _____
2. _____
3. _____
4. _____
5. _____

Decide on the best action(s) by weighing the effect of each possible action on the objectives.

III. TENTATIVE OR FINAL ACTION.

1. _____
2. _____

IV. CHECK RESULTS (If this is not a pending problem, be prepared to tell the results.)

1. _____
2. _____

FOUNDATIONS FOR GOOD RELATIONS.—Consider use of each one.

1. Which foundations, if better used, would have helped prevent this problem? 1, 2, 3, 4.
2. Is there anything else that could have been done to prevent this problem?

Write out the situation briefly so you can tell it in *two* or *three* minutes. You are to tell all the facts you have if a pending problem, or did have if you have taken final action. (Caution: Do not reveal final action.) Include information about any of the following *if pertinent*.

- | | | |
|-------------------------|---|------------------------|
| 1. Employee's position. | 9. Efficiency rating. | 16. Employee's age. |
| 2. Length of service. | 10. Education or training. | 17. Marital status. |
| 3. Time on present job. | 11. Any recent changes in work situation. | 18. Hobbies. |
| 4. Attendance. | 12. Any intermediate action. | 19. Social activities. |
| 5. Production. | 13. Employee's side of story. | 20. Home conditions. |
| 6. Quality of work. | 14. Are others involved. | 21. Attitude. |
| 7. Present experience. | 15. Effect on production. | 22. Temperament. |
| 8. Salary or grade. | | 23. Finances. |

BRIEF YOUR PROBLEM HERE:

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