

# THE BASICS OF ASSESSING STRESS IN YOUR STAFF



Headington Institute

## Observe

Pay attention to your staff members different physical, emotional, mental, spiritual and behavioral indicators. Watch out for the changes in the following:

### *Physical*

- Decreased care in dress and personal grooming
- Changes in weight, sleep, appetite, energy levels, and substance use

### *Mental and emotional*

- General mood (facial expressions, tone of voice, how it feels to be with them)
- Emotional outbursts
- Staff conflicts

### *Spiritual vitality*

- Lack of motivation and joy in work
- Discouragement and complaints
- Questioning the usefulness of programs

### *Behavior*

- Missed deadlines
- Poor quality work
- Increased sick days
- Arriving late for work
- Extended leaves
- Talk of quitting
- Consistent overwork (very long hours, inability to relax and discuss something other than work, demanding increasingly more from their own supervisees)

## Assess in ways that **Involve** your staff

### *Educate*

Seize opportunities to educate on individual stress, stress management, trauma and burnout.

### *Ask*

Ask questions about stress, and discuss the following topics:

- What is stress?
- What does stress look like for you (and in this culture)?
- How does stress impact you?
- How do you know when you have “stress”?
- What are the top three things causing you “stress” at the moment?
- What are some of the things that have helped you deal with stress in the past?

### *Use*

Use appropriate structured tools, such as a simple job-feedback form to stimulate creative and non-threatening discussion

*Ask*  
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*Educate*  
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*Involve*  
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*Observe*  
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*Use*  
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