

As problematic substance abuse progresses, the “visible signs” become more apparent.

	Indicators
Physical	<ul style="list-style-type: none"> Deterioration in appearance and/or personal hygiene Unexplained bruises Sweating Complaints of headaches Tremors Diarrhea and vomiting Abdominal/muscle cramps Restlessness Frequent use of breath mints/gum or mouthwash Odor of alcohol on breath Slurred speech Unsteady gait
Psychosocial Impacts	<ul style="list-style-type: none"> Family disharmony (how the colleague speaks of family members) Mood fluctuation (e.g., swinging from being extremely fatigued to ‘perkiness’ in a short period of time) Inappropriate verbal or emotional response Inappropriate responses/behaviors Isolation from colleagues Lack of focus/concentration and forgetfulness Lying and/or providing implausible excuses for behavior
Workplace Performance and Professional Image	<ul style="list-style-type: none"> Calling in sick frequently (may work overtime) Moving to a position where there is less viability or supervision Arriving late for work, leaving early Extended breaks; sometimes without telling colleagues they are leaving Forgetfulness Errors in judgment Deterioration in performance Excessive number of incidents/mistakes Noncompliance with policies Doing enough work to just ‘get by’ Sloppy, illegible or incorrect work (e.g., writing, reports, etc.) Changes in work quality

	Progression	Visible Signs
Early Stages	<ul style="list-style-type: none"> Uses to relieve tension Tolerance increases Memory blackouts Lies about use 	<p>Job Performance</p> <ul style="list-style-type: none"> Makes more mistakes Misses deadlines <p>Attendance</p> <ul style="list-style-type: none"> Late or absent <p>General Behavior</p> <ul style="list-style-type: none"> Co-workers complain Overreacts to criticism Complains about being ill Lies
Middle Phase	<ul style="list-style-type: none"> Sneaks use Guilty about use Tremors Depression Loss of interest in other activities 	<p>Job Performance</p> <ul style="list-style-type: none"> Spasmodic work pace Difficulty concentrating <p>Attendance</p> <ul style="list-style-type: none"> More days off for vague reasons <p>General Behavior</p> <ul style="list-style-type: none"> Undependable Avoids associates Borrows money Exaggerates Unreasonable resentments
Late-Middle Phase	<ul style="list-style-type: none"> Avoids discussion of the problem Attempts to control use fails Neglects food Isolates self from others 	<p>Job Performance</p> <ul style="list-style-type: none"> Far below expectations <p>Attendance</p> <ul style="list-style-type: none"> Frequent time off Doesn't return after lunch <p>General Behavior</p> <ul style="list-style-type: none"> Aggressive, belligerent Domestic problems interfere Loss of ethical values Won't talk about the problem
Late Phase	<ul style="list-style-type: none"> Believes that other activities interfere with use Blames people and things for problems 	<p>Job Performance</p> <ul style="list-style-type: none"> Formal discipline No improvement <p>Attendance</p> <ul style="list-style-type: none"> Prolonged unpredictable absences <p>General Behavior</p> <ul style="list-style-type: none"> Use on the job Physical deterioration