



## Staff Part 1

If you haven't already, please watch the [R U OK? video introduction](#).

**Have you noticed someone you work with hasn't been themselves lately? Use the chart below to determine when and how to check in.**

Have you noticed a change in what they're saying?	
<b>Do they seem:</b>	<ul style="list-style-type: none"> <li>• Unable to switch off</li> <li>• Moody</li> <li>• Lacking confidence</li> <li>• Lonely</li> <li>• Disconnected or hopeless</li> </ul>
Have you noticed a change in what they're doing?	
<b>Are they:</b>	<ul style="list-style-type: none"> <li>• Becoming withdrawn</li> <li>• Experiencing mood swings</li> <li>• Unable to concentrate</li> <li>• More indecisive</li> <li>• Not engaging as they usually would at work</li> <li>• Missing deadlines or deliverables</li> <li>• Less productive or punctual</li> <li>• Less interested in their appearance and personal hygiene</li> <li>• Engaging in risky behaviors</li> </ul>
Is there something going on in their life?	
<b>Are they experiencing:</b>	<ul style="list-style-type: none"> <li>• Injury or illness</li> <li>• Relationship issues</li> <li>• Constant stress</li> <li>• Financial difficulty</li> <li>• A major milestone</li> <li>• Changes in their roles or responsibilities at work</li> <li>• An incident at work (mistake, error, confrontation)</li> </ul>

Many people going through a difficult time are relieved when someone checks in on them. It shows caring and concern and can be an invitation for them to talk about what they're going through. Even if they aren't ready to talk, they still know you care and are there to listen when they're ready.

Starting a conversation with someone you're worried about can be challenging. [R U OK?](#) developed A.L.E.C. (Ask, Listen, Encourage action, and Check in) to help you navigate that conversation.

## 1. **A**sk R U OK?

Choose a comfortable place and time to ask: "How's it going?" You may say something like: "I've noticed you haven't seemed like yourself lately – is everything all right?" At the time that you ask, they might not be ready to talk. Avoid pressing for a response and instead suggest another time to check in.

## 2. **L**isten

It's natural to want to be a problem-solver, but when someone is going through a tough time, listening to *understand* rather than *respond* can be the most effective support. Try not to rush the conversation and know it's ok to have moments of silence. You may even find that as they're talking, they're working through the problem themselves.

## 3. **E**ncourage Action

You can help your colleague think of ways to manage a stressful situation by asking something like: "Have you spoken to a family member or friend about what you're going through?" "Do you think it would be helpful if we looked into resources to support you? I'd like to help." The [University of Iowa Employee Assistance Program](#) (UI EAP) provides free and confidential access to counselors for employees needing personal or professional mental health support.

## 4. **C**heck In

Check in again in a few days, or sooner if you're worried they might be in crisis. Remind them they can come to you to talk. If you spoke about seeking professional help, continue to encourage them, but also understand that sometimes it can take a while for someone to be ready to see a professional.

### Contacts for someone who's not OK:

- [UI EAP](#) – 319-335-2085 or [eaphelp@uiowa.edu](mailto:eaphelp@uiowa.edu)
- [UI 24/7 Support & Crisis Line](#) – 844-461-5420
- [988 Suicide and Crisis Lifeline](#)