

Using the Interview to Determine if a Workplace is Toxic Workshop: Assess Your Work!

Verbal What the person says		Para-Verbal How the person says it	Non-Verbal How the person acts	
Someone engages in language, behaviors or actions to frighten, humiliate, belittle, degrade or frustrate you, e.g.:				
Word and Sentence Usage ☐ Frequent use of words with negative connotations ☐ Consistently states things as fact that can be open to interpretation/use of declarative sentences ☐ Persistent or egregious use of abusive, insulting, threatening or offensive language directed at you ☐ Frequent use of imperative sentences: (e.g.: language that suggests a person is demanding rather than asking.) ☐ The absence of social niceties: please, thank you, etc.		Tone/Intonation ☐ Angry, intimidating, insistent or sharp ☐ Accusatory ☐ Bored ☐ Mocking or Contemptuous ☐ Dismissive ☐ Frustrated Pitch: ☐ Consistently states things as fact that can be open to ☐ Higher than their normal pitch (suggesting derision or anger) ☐ Lower than their normal pitch, like a growl Volume: ☐ Raised voice, screaming, yelling ☐ Angry whispering Speed: ☐ Speaking rapidly (with increasing agitation) ☐ Speaking very slowly and/or carefully enunciating each word (suggesting you have poor comprehension skills)	Body Actions: ☐ Clenched Jaw/tight smile ☐ Eye rolling ☐ Failing to make eye contact ☐ Gesticulating ☐ Glaring/staring/narrowing eyes ☐ Laughing at you Leering ☐ Sneering ☐ (Heavy) sighing ☐ Sucking one's teeth ☐ Tensing body ☐ Turning their back Actions: ☐ Unwarranted physical contact, or close proximity to you (looming/hovering) ☐ Pushing, punching, pinching or slapping ☐ Throws or slamming objects ☐ Blocks you from leaving (by standing in their doorway, etc.) ☐ Ignores you, doesn't listen to a you when you are speaking ☐ Interrupts your or speaks over you	
Sabotage or Gaslighting What the person does			Lack of Support What the person does	
Someone uses power, authority or resources to intentionally			Someone uses power, authority or resources to intentionally harm	
☐ Frequent use of words with negative connotations ☐ Hides necessary materials or withholding relevant information ☐ Makes false accusations about you ☐ Excludes you from decisions that affect you ☐ Sets unreasonable expectations or setting you up to fail ☐ Steals your work ☐ Rebukes or humiliates you publicly ☐ Purposefully inappropriately excludes isolates, or marginalizes you from normal work activities or opportunities Threatens to take steps that threatens your safety/security (e.g, visa, funding, job) ☐ Inappropriately interferes with your personal property or work equipment or materials			☐ Frequent use of words with negative connotations ☐ Consistently states things as fact that can be open to ☐ Insufficient training for the task ☐ Insufficient staff/resources for the work ☐ Lack of clear goals/metrics of success ☐ Lack of clear policies or procedures ☐ Insufficient oversight ☐ Lack of org. support for work/life integration ☐ No stated boundaries to limit overwork ☐ No autonomy because there is no trust ☐ No recognition for your contributions	
☐ Encourages you to behave inappropriately/unethically (e.g.: asks you to lie, steal, etc.) ☐ Suggests that you will not advance without some form of 'payment', e.g, sexual favors, etc. ☐ Inappropriately shares confidential information about you ☐ Inaccurately represents you or your work ☐ Refuses to recognize your progress or achievements ☐ 'Tattle tales' or accuses/reports you inappropriately ☐ Overemphasizes your mistakes (without cause) ☐ Withdraws support without appropriate cause ☐ "Negs" you: offers a complement attached to an underlying insult (e.g., You didn't say something stupid this time. Great job! ☐ Scapegoats/blames you for something that is not your fault ☐ Circulates inappropriate or embarrassing information or media about you				