

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

<b>Verbal</b> What the person says	<b>Para-Verbal</b> How the person says it	<b>Non-Verbal</b> How the person acts
Someone engages in language, behaviors or actions to frighten, humiliate, belittle, degrade or frustrate you, e.g.:		
<b>Word and Sentence Usage</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Frequent use of words with negative connotations</li> <li><input type="checkbox"/> Consistently states things as fact that can be open to interpretation/use of declarative sentences</li> <li><input type="checkbox"/> Persistent or egregious use of abusive, insulting, threatening or offensive language directed at you</li> <li><input type="checkbox"/> Frequent use of imperative sentences: (e.g.: language that suggests a person is demanding rather than asking.)</li> <li><input type="checkbox"/> The absence of social niceties: please, thank you, etc.</li> </ul>	<b>Tone/Intonation</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Angry, intimidating, insistent or sharp</li> <li><input type="checkbox"/> Accusatory</li> <li><input type="checkbox"/> Bored</li> <li><input type="checkbox"/> Mocking or Contemptuous</li> <li><input type="checkbox"/> Dismissive</li> <li><input type="checkbox"/> Frustrated</li> </ul> <b>Pitch:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Consistently states things as fact that can be open to</li> <li><input type="checkbox"/> Higher than their normal pitch (suggesting derision or anger)</li> <li><input type="checkbox"/> Lower than their normal pitch, like a growl</li> </ul> <b>Volume:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Raised voice, screaming, yelling</li> <li><input type="checkbox"/> Angry whispering</li> </ul> <b>Speed:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Speaking rapidly (with increasing agitation)</li> <li><input type="checkbox"/> Speaking very slowly and/or carefully enunciating each word (suggesting you have poor comprehension skills)</li> </ul>	<b>Body Actions:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Clenched Jaw/tight smile</li> <li><input type="checkbox"/> Eye rolling</li> <li><input type="checkbox"/> Failing to make eye contact</li> <li><input type="checkbox"/> Gesticulating</li> <li><input type="checkbox"/> Glaring/staring/narrowing eyes</li> <li><input type="checkbox"/> Laughing at you Leering</li> <li><input type="checkbox"/> Sneering</li> <li><input type="checkbox"/> (Heavy) sighing</li> <li><input type="checkbox"/> Sucking one's teeth</li> <li><input type="checkbox"/> Tensing body</li> <li><input type="checkbox"/> Turning their back</li> </ul>
<b>Content Focus</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Impugns your character, intentions or actions of others without proof</li> <li><input type="checkbox"/> Spreads misinformation or malicious rumors</li> <li><input type="checkbox"/> Inappropriately shares confidential information</li> <li><input type="checkbox"/> Regularly inappropriately teases or makes you the brunt of pranks or practical jokes</li> <li><input type="checkbox"/> Repeatedly makes inappropriate comments about your physical/cognitive abilities, appearance, orientation, lifestyle, family, culture, race, religion or beliefs</li> <li><input type="checkbox"/> Repeatedly corrects you in public</li> </ul>		<b>Actions:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Unwarranted physical contact, or close proximity to you (looming/hovering)</li> <li><input type="checkbox"/> Pushing, punching, pinching or slapping</li> <li><input type="checkbox"/> Throws or slamming objects</li> <li><input type="checkbox"/> Blocks you from leaving (by standing in their doorway, etc.)</li> <li><input type="checkbox"/> Ignores you, doesn't listen to a you when you are speaking</li> <li><input type="checkbox"/> Interrupts your or speaks over you</li> </ul>
<b>Sabotage or Gaslighting</b> What the person does		<b>Lack of Support</b> What the person does
Someone uses power, authority or resources to intentionally		Someone uses power, authority or resources to intentionally harm
<ul style="list-style-type: none"> <li><input type="checkbox"/> Frequent use of words with negative connotations</li> <li><input type="checkbox"/> Hides necessary materials or withholding relevant information</li> <li><input type="checkbox"/> Makes false accusations about you</li> <li><input type="checkbox"/> Excludes you from decisions that affect you</li> <li><input type="checkbox"/> Sets unreasonable expectations or setting you up to fail</li> <li><input type="checkbox"/> Steals your work</li> <li><input type="checkbox"/> Rebukes or humiliates you publicly</li> <li><input type="checkbox"/> 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)</li> <li><input type="checkbox"/> Inappropriately interferes with your personal property or work equipment or materials</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Encourages you to behave inappropriately/unethically (e.g.: asks you to lie, steal, etc.)</li> <li><input type="checkbox"/> Suggests that you will not advance without some form of 'payment', e.g, sexual favors, etc.</li> <li><input type="checkbox"/> Inappropriately shares confidential information about you</li> <li><input type="checkbox"/> Inaccurately represents you or your work</li> <li><input type="checkbox"/> Refuses to recognize your progress or achievements</li> <li><input type="checkbox"/> 'Tattle tales' or accuses/reports you inappropriately</li> <li><input type="checkbox"/> Overemphasizes your mistakes (without cause)</li> <li><input type="checkbox"/> Withdraws support without appropriate cause</li> <li><input type="checkbox"/> "Negs" you: offers a complement attached to an underlying insult (e.g., <i>You didn't say something stupid this time. Great job!</i>)</li> <li><input type="checkbox"/> Scapegoats/blames you for something that is not your fault</li> <li><input type="checkbox"/> Circulates inappropriate or embarrassing information or media about you</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Frequent use of words with negative connotations</li> <li><input type="checkbox"/> Consistently states things as fact that can be open to</li> <li><input type="checkbox"/> Insufficient training for the task</li> <li><input type="checkbox"/> Insufficient staff/resources for the work</li> <li><input type="checkbox"/> Lack of clear goals/metrics of success</li> <li><input type="checkbox"/> Lack of clear policies or procedures</li> <li><input type="checkbox"/> Insufficient oversight</li> <li><input type="checkbox"/> Lack of org. support for work/life integration</li> <li><input type="checkbox"/> No stated boundaries to limit overwork</li> <li><input type="checkbox"/> No autonomy because there is no trust</li> <li><input type="checkbox"/> No recognition for your contributions</li> </ul>