

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