

## Are you being bullied at work?

Take this assessment to find out if you are a target of bullying at work. As you read each statement, think about how often the person who is bullying you commits the acts described, and circle the number in the column that best suits your answer. (In the assessment, we use the term co-worker, but please note that the statement could be referring to your manager, supervisor, boss, peer, or subordinate.)

	Rarely or never	About once a month	At least once a week
1. My co-worker insults me, makes offensive remarks about me in front of others, criticizes me in a harsh tone, OR has unpredictable angry outbursts.	1	2	3
2. My co-worker is intimidating with his or her body language by getting in my personal space, shoving me, OR staring me down during one-on-one conversations or staff meetings.	1	2	3
3. My superior makes threats about terminating my employment or demoting me, OR tells management that my performance is not good without providing me with information about how to improve.	1	2	3
4. Reasoning with my co-worker is like reasoning with a wall; he or she is stubborn, argumentative, and refuses to see other points of view.	1	2	3
5. My co-worker attempts to isolate me by not inviting me to social events, leaving me out of staff meetings, OR telling others not to be friends with me.	1	2	3
6. My co-worker spreads rumors and gossip about me.	1	2	3
7. My co-worker consistently reminds me of mistakes that I have made in the past, makes a big deal out of little mistakes or mishaps, OR accuses me of mistakes that I didn't make.	1	2	3
8. My co-worker rolls his or her eyes when I talk, OR makes snide comments about how stupid my ideas are in front of others.	1	2	3
9. My co-worker plays harsh practical jokes on me.	1	2	3
10. My co-worker makes comments about how worthless or incompetent I am, OR makes comments about how others do not value my contribution to the workplace.	1	2	3
11. My co-worker withholds information from me that I need to do my job, including things like memos, staff meeting invites, or teleconferences with clients.	1	2	3
12. My co-worker takes away responsibilities that are important to my job; asks me to do things that are far below my level of experience/expertise; assigns me responsibilities that are far above my level of experience/expertise; OR gives me impossible deadlines that no one could meet.	1	2	3

13. My co-worker is an excessive micromanager, asks me to write down everything I do during the day, is untrusting of my capabilities, OR changes my responsibilities or deadlines frequently and without good reason.	1	2	3
14. My co-worker does not allow me to take sick leave or vacation, even when I have earned it.	1	2	3
15. My co-worker takes credit for my work, OR tells others that my ideas were actually his or hers.	1	2	3
16. My co-worker seems to punish me and others at random, such as yelling at some for being two minutes late and not at others for being 30 minutes late.	1	2	3

**Total your score:** \_\_\_\_\_

**If your score ranges from 16-20:** The person you work with might be a bit of a jerk, but he or she is probably just lacking some communication skills. This book will provide you with the information you need to assertively stand up for yourself and get the person to stop treating you with disrespect.

**If your score ranges from 21-28:** You are working with someone who teeters on workplace bullying behaviors. This book will provide you with an understanding of why your co-worker or manager acts that way, and give you tools to assertively stand up for yourself and report the behavior to management.

**If your score ranges from 29-48:** You are definitely working with someone who exhibits workplace bullying. This book will provide you with an understanding of why your co-worker or manager acts that way, and give you tools to assertively stand up for yourself and report the behavior to management. If, after implementing the tools you learn in the book, your situation does not change, consider the importance of your health and find a new job.

*\*Please note that only you really know your experiences and how they make you feel. This assessment is simply meant to serve as a guide. No matter what your score, if you **feel** bullied, abused, or disrespected at work, then no one can tell you otherwise.*

**Please email Catherine Mattice at [Catherine@CivilityPartners.com](mailto:Catherine@CivilityPartners.com) with any questions - I am happy to help.**

Reprinted with permission from the book, BACK OFF! Your Kick-Ass Guide to Ending Bullying at Work

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