

How would I respond?

Name: _____

Date: _____

1. You're late for work and your supervisor says, "If you can't even show up to work on time, what good are you?"
 - Say "I apologize; this won't happen again".
 - Leave your job immediately
 - Say "Don't ever talk to me like that!" _____
2. Your co-worker is condescending and calls you stupid every time you make an error at work. What do you do?
 - Tell him/her to shut up and go away
 - Ignore her/him
 - Talk to your supervisor _____
3. There is a problem with your paycheck; the amount is abnormally low. What do you do?
 - Call your supervisor and stress that you won't work another hour until your check is properly adjusted
 - Contact payroll and inquire as to why your paycheck is different
 - File a complaint with human resources _____
4. Your co-worker keeps on making racist jokes toward a particular co-worker. How do you respond?
 - Laugh along; it's just a joke
 - Confront them; why are you picking on him/her?
 - File a report with Human Resources
 - _____
5. A co-worker comes to work in a bad mood and is very negative in everything he/she says.
 - Listen attentively
 - Come up with an excuse to get away from the co-worker
 - Say "I don't have time for this"?
 - _____
6. A co-worker tells you that you smell bad and asks, "When was the last time you took a shower"? What do you say?
 - Say "Why would you say something like that?"
 - Become quiet and self-conscious
 - Laugh it off; it was probably just a joke _____
7. You feel like your supervisor always asks you to do more tasks than other people. He/she asks you to stay late to finish some paperwork; how do you respond?
 - Accept his/her request; you could be promoted
 - Lie; I already have plans tonight! Sorry
 - Say "Why are you only picking on me?" _____

8. Your supervisor constantly complains about your co-workers to you; some of them you feel don't deserve your supervisor's ridicule. What do you do?

- Say, "Don't ever talk about people like that"
- Listen to your supervisor; She/he has a better understanding of others than you
- Say "I feel uncomfortable when I hear you talk about my co-workers"
- _____

9. Something happens at work that makes you very frustrated. How do you respond?

- Call your best friend/trusted family member and vent
- Leave work for the day; you're not getting anything done in this mood
- Take some time to breathe
- _____
- Vent to another trusted co-worker

10. You can't seem to trust a co-worker; sometimes he/she is kind to you and sometimes this co-worker is cold and distant. How would you interact with this co-worker?

- Ask him/her if there's anything going on in their life; something might be causing them to have mood swings
- Tell him/her how their actions affect you; he/she might not be aware of what he/she is doing to you
- Give him/her the same attitude they give; why should you try to please someone who is mean to you?
- _____
- Avoid him/her

11. You see your supervisor breaking company policy. What would you do?

- File a report with human resources
- Ignore it; it wasn't that important of a policy
- Approach him/her in a confidential manner; stating your perceptions of his/her actions
- _____
- Avoid him/her

12. Your supervisor trains you to do your job one way, but your co-workers tell you that your real job is completely different from the way he/she trains you. How do you proceed?

- Tell your supervisor what your co-workers are saying—he/she is the one who approves your checks
- Ask your co-workers why they say this about your supervisor's training
- Begin working as your supervisor trained you; you can always change your work habits later
- _____
- Listen to your co-workers; they're the ones who really understand what the job entails