



# How Bad Is Your Employee (or Employees)?

## A Self-Assessment Quiz

How bad is your employee? How difficult is the situation you have to cope with? This quiz will help you rate your situation compared to others so you can better put your own employee or employees in perspective. After all, you may think your employee is really bad in some ways, but not so bad in others, while other managers and company owners may have an employee who is bad in many ways. This quiz will help you better understand what to do to deal with your situation, from talking to your employee to having a staff meeting to issuing clearer instructions to documenting grievances to firing the employee to contacting law enforcement.

These 30 questions are based on the major issues raised in this book. Just rate how bad you think your employee is in each area. Answer as honestly as you can so you can most accurately assess your situation. Understanding is the first step to finding a solution.

Rate your employee or employees on a scale from 0–4 on each question and add up the totals. See the scoring key at the end to see how your employee or team of employees rates.

You'll find that many of these bad behaviors in employees are the same as those used to describe bad bosses (see *A Survival Guide for Working with Bad Bosses*), such as being overly aggressive or too passive, being a poor communicator, being untrustworthy, or com-

mitting a crime. Some types of bad behavior cut across lines of power and authority; no matter who does them, they are bad.

**RATING**  
**(from 0-4)**

**ATTITUDE**

- 1. My employee is too aggressive in the way he/she deals with me or others in the office; he/she is a bully and is always arguing with me and others. \_\_\_\_\_
- 2. My employee is arrogant and insulting to me and others in the office. \_\_\_\_\_
- 3. My employee is often insubordinate, standing up to me and acting like he/she knows the best way to do something and I don't. \_\_\_\_\_
- 4. My employee doesn't take orders well; he/she often doesn't follow directions or goes off and does the wrong thing on his/her own. \_\_\_\_\_
- 5. My employee seems to be mentally unstable or part of a culture of violence and I'm afraid of disciplining or firing him/her. \_\_\_\_\_
- 6. My employee is a prima donna who is trying to take charge of and control other employees. \_\_\_\_\_

**COMPETENCE**

- 7. My employee is often incompetent; he/she makes many mistakes, is very disorganized, and has trouble learning how to do the job correctly. \_\_\_\_\_
- 8. My employee has claimed to have certain skills, but in fact, doesn't know what he/she doesn't know. \_\_\_\_\_
- 9. My employee is a know-it-all who tries to show off and lords it over others in the office, contributing to bad morale. \_\_\_\_\_

- 10. My employee is a real slow-poke, taking too long to get the job done. \_\_\_\_\_
- 11. My employee is a lazy goof-off, who takes lots of time off, including long lunch breaks. \_\_\_\_\_
- 12. My employee can't deal with stress and high-pressure situations; he/she can't handle multi-tasking, falls apart, and can't do the job. \_\_\_\_\_

**PERSONAL ISSUES**

- 13. My employee is overly sensitive and emotional, so it is hard for me or others to relate to him/her or correct any poor performance. \_\_\_\_\_
- 14. My employee brings all kinds of personal problems to the office and these problems are interfering with his/her work. \_\_\_\_\_
- 15. My employee is a busybody and gossip who pays too much attention to what others are doing and talks too much about other people, and may even be sharing private information about the company or me. \_\_\_\_\_
- 16. My employee has a problem with alcohol or drugs. \_\_\_\_\_
- 17. My employee calls in sick a lot. \_\_\_\_\_

**TRUST AND HONESTY**

- 18. I have caught my employee in a number of lies, such as telling lies to cover up mistakes, appear better than he/she is, or claim to have done something when he/she hasn't. \_\_\_\_\_
- 19. My employee has been stealing from the company and I have recently caught him/her doing this. \_\_\_\_\_
- 20. My employee repeatedly makes promises about what he/she will or can do by when, but then often doesn't keep these promises. \_\_\_\_\_

- 21. My employee frequently takes credits for others' work, so I think he/she is better than he/she really is. \_\_\_\_\_
- 22. I believe my employee is involved in criminal activities off the job. \_\_\_\_\_

**COMMUNICATION**

- 23. My employee acts like he/she understands me, but really doesn't, and then does the work incorrectly. \_\_\_\_\_
- 24. My employee is always complaining and griping about everything to others, and it is undermining office morale and everyone's productivity. \_\_\_\_\_
- 25. My employee is difficult to talk to and understand because he/she talks in a highly technical language or is vague when he/she tries to explain anything. \_\_\_\_\_

**INAPPROPRIATE OFFICE BEHAVIOR**

- 26. My employee has been using office equipment and supplies for personal activities and engaging in personal activities on the job. \_\_\_\_\_
- 27. My employee has been promoting his/her own business activities to company employees or at company events. \_\_\_\_\_
- 28. My employee can't keep a secret and shares confidential information with other employees. \_\_\_\_\_
- 29. My employee engages in suggestive comments, staring, joking, groping, or other inappropriate sexual behavior in the workplace, making other employees uncomfortable. \_\_\_\_\_
- 30. My employee doesn't get along with other employees; he/she just isn't a team player, although he/she does a good job. \_\_\_\_\_

TOTAL SCORE: \_\_\_\_\_

**OTHER**

Now add your own reasons for why an employee is difficult and add that to your total score:

31. \_\_\_\_\_
32. \_\_\_\_\_
33. \_\_\_\_\_
34. \_\_\_\_\_
35. \_\_\_\_\_

**Rating System**

Think of the results of this quiz like a ship's manifest report that can help you deal with the different types of employees you'll encounter during your cruise through the sometimes smooth and sometimes choppy seas of the workplace. It's a guide to the overall difficulty of working with one or more of your employees. The lower the score, the better your employees are to work with; the higher the score, the more they cause problems in your company. Use the results to help assess how bad your employee or employees really are and what you can do about it.

- 0–10 = You have a great employee or team of employees. Are you really sure they are that great?
- 10–19 = Generally, you've got a good employee or set of employees. There are just a few rough spots here and there.
- 20–29 = You are starting to have difficulties with bad employees, but try to work through your problems before you give up the ship.
- 30–39 = You've got serious problems with your crew or a particularly bad employee. Time to seriously deal with your problems or consider firing one or more employees.
- 40–59 = S.O.S.! S.O.S.! You could be in for a crash with your current crew.
- 60+ = A sinking ship! This is definitely a disaster. Get ready to pull out the lifeboats and abandon ship, or take on an emergency crew to stay afloat.