

Assessment

Office Politics ***First Edition***

The objectives of this book are:

- To discuss the need for being political in the workplace
- To explain positive political techniques
- To explain strategies of political negotiating
- To discuss negative politics and to show how to deal with them

■ CRISP_{series}

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Assessment Questions for *Office Politics, First Edition*

Select the best response.

1. Political situations:
 - A. Have only recently become a part of business
 - B. Are uncommon in today's workplace
 - C. Are common in today's workplace
 - D. Are present in government agencies only

2. Most workplace politics support good business goals.
 - A. True
 - B. False

3. A good political career move is to:
 - A. Appear affluent
 - B. Avoid being a workplace leader
 - C. Build solid workplace relationships
 - D. All of the above
 - E. B and C

4. To master office politics, you should:
 - A. Seek the limelight in whatever way works
 - B. Always hold tight and not concede your beliefs
 - C. Seek win-win situations
 - D. Assert personal power whenever possible

5. When faced with gossip and rumors, your best reaction is to:
 - A. Stay silent and aware
 - B. Contribute what you know
 - C. Realize that all gossip is false
 - D. All of the above
 - E. A and B

6. Those who avoid being political at work:
 - A. Run the risk of being isolated
 - B. May not move forward in their careers
 - C. May find themselves frustrated and resentful
 - D. All of the above
 - E. A and C

7. Which of these political activities are unethical?
 - A. Leaving nothing to chance
 - B. Cultivating relationships with higher ranking people
 - C. Self-promotion
 - D. None of the above
 - E. B and C

8. Power enables you to:
 - A. Control your emotions
 - B. Maximize performance
 - C. Help others
 - D. All of the above
 - E. B and C

9. When you have made a political mistake:
 - A. Discuss the event with co-workers and peers to get their advice
 - B. Wait before taking any action—time will make the event seem less important
 - C. Apologize to key people as soon as possible
 - D. A and B

10. Political masters:
 - A. Know the best kept secrets
 - B. Never take risks
 - C. Set and change the rules to their advantage
 - D. All of the above
 - E. A and C

11. High-level politically driven decisions are seldom completely clear to all those involved.
- A. True
 - B. False
12. To be politically wise, you should:
- A. Focus on the facts
 - B. Understand the options
 - C. Insist on totally understanding high-level political decisions
 - D. All of the above
 - E. A and B
13. If you compromise your values and ethics, you may:
- A. Access more information
 - B. Lose some authority
 - C. Lose the trust of those with influence
 - D. All of the above
 - E. B and C
14. Power-hungry people who violate human rights:
- A. Take huge risks with their career
 - B. Can't do much damage
 - C. Often self-destruct
 - D. Never act deviously
 - E. A and C
15. The best solution to blackmail, stealing ideas, or back stabbing at work is:
- A. Changing jobs
 - B. Isolating yourself
 - C. Opening up communication
 - D. Giving back the same tactic

16. If a person in authority is out to get rid of you, a good tactic would be to:
- A. Establish allies
 - B. Attack the attacker
 - C. Position yourself for another job in the company
 - D. All of the above
 - E. A and C
17. Personal support in the workplace is:
- A. Unnecessary if you prefer to work alone
 - B. Necessary at all levels
 - C. Necessary only with customers
18. Authority always means power.
- A. True
 - B. False
19. If you have a weakness such as family problems or depression, your best action in the workplace is to:
- A. Be open and honest about it
 - B. Avoid revealing it to opportunists
20. Healthy ambition involves:
- A. Going for the limelight
 - B. Taking initiative
 - C. Being a team player
 - D. All of the above
 - E. B and C
21. A good team player:
- A. Clarifies expectations
 - B. Appreciates the talents of others
 - C. Works for wise consensus
 - D. Is flexible
 - E. All of the above

22. If your friends are from your workplace, you should avoid seeing them outside of work.
- A. True
 - B. False
23. When negotiating, you can assume that:
- A. Everyone is willing to cooperate
 - B. You will understand everyone's motives
 - C. Negotiation will proceed smoothly
 - D. All of the above
 - E. None of the above
24. Your political power can benefit most from:
- A. Skilled negotiating strategies
 - B. Information, knowledge and foresight
25. To survive in today's workplace, you should:
- A. Be prepared for anything
 - B. Sharpen your skills
 - C. Be positive about change
 - D. Create a need for yourself
 - E. All of the above

Answer Key for Office Politics, First Edition

Recommended response (Corresponding workbook page)

1. C (15)	6. D (20)	11. A (41)	16. E (51)	21. E (73)
2. B (15)	7. D (20)	12. E (41)	17. B (61)	22. B (75)
3. C (20)	8. D (27)	13. E (42)	18. B (66)	23. E (79)
4. C (4)	9. C (38)	14. E (47)	19. B (68)	24. B (85)
5. A (9)	10. E (29)	15. C (50)	20. E (70)	25. E (98)