

WORKPLACE FIT ASSESSMENT

Compare your level of dignity with your organization's

THE IDEA

In "The Word One Scale," I talk about dignity. It was the word my dad used to keep us in line. In a business setting, this looks like professionalism, poise, and gravitas.

Not everyone is at the same place on this scale, and not everyone needs to be. It's a very personal decision to know exactly how comfortable you are at what point on the scale. The number one thing to remember is that you need to match your workplace, or it's going to feel like you don't fit there.



How to use this resource: Rate yourself on a scale of 1-10, with 10 being the most buttoned-up and dignified, and 1 being the most loose and casual. Then rate your organization the same way.

And please don't take the examples too seriously. Some are intentionally tongue in cheek. This isn't a scientific study; it's meant to help you think about where you're most comfortable.

For example, think about your favorite movies: if you're a documentary-fan through and through, mark a 10. If your favorite is "Dumb and Dumber," probably put a 1.

PART ONE

Where are you on the Word One scale?

Rate each statement from 1-10.

1 2 3 4 5 6 7 8 9 10

My work attire

○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○

My weekend attire

○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○

My way of speaking at home

○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○

1 2 3 4 5 6 7 8 9 10

My way of speaking at work

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

My punctuation in a text

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

My precise language in an email

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

My stories that I share with my colleagues

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

My tendency to share or hold in information

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

My creativity with curse words

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

My level of tidiness at home

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

My level of tidiness in my office or workspace

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

My favorite movies

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

My favorite books

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

My favorite places to eat

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

My favorite people

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

YOUR WORD ONE SCALE SCORE

Take the total number and average it.

Total: _____ ÷ 15 = _____

PART TWO

Where is your organization on the Word One scale?

Rate each statement from 1-10 based on your organization.

1 2 3 4 5 6 7 8 9 10

Typical work attire

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Most folks' creativity with curse words

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

The level of technicality in speaking

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

1 2 3 4 5 6 7 8 9 10

The number of times high-end news periodicals and services are mentioned

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

The number of folks who read *Forbes*

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

The number of folks with subscriptions to *The New Yorker*

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How many individuals play tennis on the weekends

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How precisely and frequently HR conducts training

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How many individuals use perfect punctuation in their texts

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How often the team members text each other (email only would be a 10 here)

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How often meetings begin with a sharing-about-the-weekend opener

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How often folks share intimate details about their lives in meetings

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How many times you've met the team's partners

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How often kids and partners are in the office

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

How often the CEO talks about their personal life

☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

**YOUR ORGANIZATION'S
WORD ONE SCALE SCORE**

Take the total number and average it.

Total: _____ ÷ 15 = _____



Take a look at both scores. Do they match?

And remember, reading *The New Yorker* or playing tennis on the weekends does not actually make anyone more dignified. Those examples are intentionally tongue in cheek. The point is to notice the overall tone of an organization and whether you're comfortable in it.

Consider your spot on the Word One scale, whether at your current organization or your next one. Think about where you'd like to be, where you actually are, and where the company is. Then make sure all three fit.