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
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)*

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