

Determine Your 7 FoRs Preferences

Within each FoR are numerous examples of actions and behaviors. You don't have to agree with every single example that falls under a FoR to have a preference for that FoR. The assessment gives you a snapshot of the FoRs you currently prioritize when giving and getting respect. "Giving" refers to how you want to show respect to others while "getting" refers to how you want to receive or be shown respect by others. What you like to give can differ from what you like to get.

Remember, this is NOT a substitute for the online 7 FoRs Assessment, which takes into account hierarchy. For more information, go to formsofrespect.com.



Instructions:

1. On the next page, read ALL of the statements below for "Give Respect".
2. Once you read all of the statements, choose 6-8 statements that most accurately describe how you give respect to others in the workplace.
3. After you have chosen your statements, look at the answer key on the following page to see which FoR correlates with the statements you have chosen.
4. Repeat steps 1-3 with the "Get Respect" statements on pages **XX** of this worksheet.
5. After you find your corresponding FoRs for both "Give" and "Get", score yourself to see which FoR(s) come up the most. Note: You are not totaling the "Give" and "Get" sides together. You are totaling each side separately.
6. Write down which FoR(s) you currently prioritize based on the FoR(s) with the highest corresponding number.

The first time you fill out this assessment, select statements that reflect your preferences as if you were interacting with your peers. Then try re-taking it through the lens of what you would prefer to give and get when interacting with those who have more power, and then again with those who have less power. You may even try going through the assessment with a particular person in mind so that you can name the FoRs present in that particular relationship.

"Give" Statements

Choose **6-8 statements** that most accurately describe how you give respect to others in the workplace.

1. I read instructions carefully.
2. I refer back to things someone said earlier in the conversation.
3. I provide unsolicited constructive feedback.
4. I arrive on time or even early to meetings.
5. I think about others' personal circumstances/situations when thinking about how to interact with them.
6. I praise people privately.
7. I invite people to meetings even when they have no clear role to play.
8. I confirm receipt of others' communication, even when they didn't ask me to.
9. I like to surprise people with gifts or acts of kindness.
10. I voluntarily share a lot of extra context and background detail on projects.
11. I ask people to clarify their expectations of me.
12. I defer to people's formal roles and responsibilities.
13. I speak directly to the problem.
14. I put away my distractions when listening to someone.
15. I end meetings on schedule, even if the conversation isn't done yet.
16. I choose to focus on someone, even when others are trying to get their attention.
17. I copy people on emails just so they are informed, not because they need to know.
18. I avoid asking people to do things I think they don't want to do.
19. I bring up an opposing viewpoint to provoke debate.
20. I always let people know when I'm running late, beforehand.
21. I credit people for their contributions publicly

"Give" Statements Answer Key

Refer to the **6-8 statements** you chose on the previous page and see what FoR they correspond to.

1. Procedure
2. Attention
3. Candor
4. Punctuality
5. Consideration
6. Acknowledgement
7. Information
8. Acknowledgement
9. Consideration
10. Information
11. Procedure
12. Procedure
13. Candor
14. Attention
15. Punctuality
16. Attention
17. Information
18. Consideration
19. Candor
20. Punctuality
21. Acknowledgement

"Get" Statements

Choose **6-8 statements** that most accurately describe how you want others to give you respect in the workplace.

1. I want others to ask me probing questions to challenge my thinking.
2. I want others to follow my instructions carefully.
3. I want others to let me know about possible, urgent disruptions ahead of time.
4. I want others to confirm receipt of my communication, even when I didn't request it
5. I want others to defer to my formal role and responsibility.
6. I want others to arrive on time or even early to meetings.
7. I want others to end meetings on schedule, even if the conversation isn't done yet.
8. I want others to voluntarily share extra context and background details on projects.
9. I want others to choose to focus on me, even when others are trying to get their attention.
10. I want others to consult established norms and practices before starting a project.
11. I want others to provide me with unsolicited constructive feedback.
12. I want others to avoid asking me to do things they should know I don't want to do.
13. I want others to put away their distractions when listening to me.
14. I want others to invite me to meetings even when I have no clear role to play.
15. I want others to let me know when they're running late, before we're scheduled to meet.
16. I want others to think about my personal circumstances/situations when interacting with me.
17. I want others to copy me on emails just so I am informed, not because I need to do something with the information.
18. I want others to bring up an opposing viewpoint to provoke debate.
19. I want others to surprise me with gifts or acts of kindness.
20. I want others to praise me privately.
21. I want others to credit me for my contributions publicly.

"Get" Statements Answer Key

Refer to the **6-8 statements** you chose on the previous page and see what FoR they correspond to.

1. Candor
2. Procedure
3. Attention
4. Acknowledgement
5. Procedure
6. Punctuality
7. Punctuality
8. Information
9. Attention
10. Procedure
11. Candor
12. Consideration
13. Attention
14. Information
15. Punctuality
16. Consideration
17. Information
18. Candor
19. Consideration
20. Acknowledgement
21. Acknowledgement

Scoring

The following table is an example of what the scoring should look like:

Form of Respect	Give	Get
Procedure	1	3
Punctuality	2	1
Information	2	1
Candor	1	2
Consideration	0	1
Acknowledgement	0	0
Attention	1	0
Total	7	8

The FoRs with the highest scores are the FoRs you prioritize. You would read your scores as:

The FoR(s) I currently prioritize in terms of **giving** is/are

The FoR(s) I currently prioritize in terms of **getting** is/are

Calculate the FoRs you've found from the answer key into the table below.

Form of Respect	Give	Get
Procedure		
Punctuality		
Information		
Candor		
Consideration		
Acknowledgement		
Attention		
Total		

The FoRs with the highest scores are the FoRs you prioritize. You would read your scores as:

The FoR(s) I currently prioritize in terms of **giving** is/are

The FoR(s) I currently prioritize in terms of **getting** is/are

 **Ask Yourself:**

- How do power dynamics (those who have more power, equal power, and less power) impact your top FoRs?
- How does your preferred FoRs change depending on how well you know someone?

 **Remember:**

Respect isn't defined by how many ways you give respect to others. The more FoRs you prefer to give DOES NOT correspond with how respectful you are. In our research, people have an average of one to two forms of respect they feel they must demonstrate and receive. We haven't seen anyone say all seven forms are must-gives and must-gets.