**Tool: Checklist of Behaviors Indicating Disengagement**

# Instructions:

# Use this checklist to identify signs of disengagement within a work group. You may choose to use this as a self-reflection activity (assessing yourself) or as a tool to assess the behaviors of an individual direct report or of members of a particular work group. The goal of this exercise is not to criticize or find fault with people’s behavior but to deepen your understanding of the behaviors that indicate disengagement. It will also help you develop hypotheses about why people are disengaged, as well as what influential strategies you might recommend for line managers to improve people’s level of engagement.

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| **Name of the Person Being Observed:** |
| **Key Disengagement Indicator** | **Is This Indicator Present?** | **Notes on your specific observations about behavior. Note *actions*, not attitudes:** |
| The person demonstrates being robotic, apathetic, or detached. | Yes ☐No ☐ |  |
| The person demonstrates being withdrawn, burned out, or shows no effort. | Yes ☐No ☐ |  |
| This person is going through the motions of work and is not giving of her/himself. | Yes ☐No ☐ |  |
| This person shows a failure to develop close, constructive relationships at work. | Yes ☐No ☐ |  |
| This person demonstrates a lack of vigilance for quality. | Yes ☐No ☐ |  |
| This person demonstrates a satisfaction with “good enough,” as opposed to striving for excellence. | Yes ☐No ☐ |  |
| This person demonstrates hiding her/his true identity, perspective, capacity, and creative thoughts.  | Yes ☐No ☐ |  |