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Bad Boss Tips

Think you have a bad boss? Go see the movie "Horrible Bosses," now in theaters, to see just how bad people in power can be.

Or don't. The film deals in extremes, offering up bosses whose behavior is so bad (blackmail, sexual harassment, drug abuse) that fed-up employees hatch a plan to do away with them - permanently.

In real life, bad bosses don't necessarily come across as folks who literally deserve the ax. In fact, the worst bosses can often appear to be good guys, even as they undermine workers and derail careers. They make you ask, "Is it just me?"

Horrible bosses are rarely as blatant as those in the film. Here are six telltale signs you may have a bad one.

1. He lives by the words of Ralph Waldo Emerson. The essayist wrote, "A foolish consistency is the hobgoblin of little minds," and "To be great is to be misunderstood." But a good manager must be both consistent and understood. "An inconsistent boss says one thing and does another, plays favorites and does not lead by example," says Craig Libis, CEO, Executive Recruiting Consultants Inc., Dell Rapids, S.D.
2. She disciplines like a Victorian schoolteacher. Horrible bosses might as well keep a dunce's corner and cap, for the amount they publicly humiliate people. Calling someone out in front of a group demoralizes the whole team, Libis says. Such discussions should take place in private.



3. He finds the "I" in "Team." Horrible bosses say "I" instead of "we," taking full credit for the work of their team or underlings, says Stanford University management science professor Bob Sutton, author of "Good Boss, Bad Boss" (Business Plus, 2010).
4. She stays squeaky clean. Leadership means making tough decisions and breaking bad news to people. It's a messy business, says Sutton: "You've got to do the dirty work when you're a good boss."
5. He ducks and covers. "A telltale sign of a horrible boss is not taking the fall for their own team. A horrible boss will throw you under the bus," says Karen Russo, of Connecticut-based K. Russo Consulting.
6. She believes "positive thinking" is an oxymoron. The Canadian-American economist John Kenneth Galbraith said, "We all agree that pessimism is a mark of superior intellect." However, a pessimistic boss "is incredibly poisonous to people's motivation and mental health," Sutton says. Negativity is catching and tends to be self-fulfilling.

D. Klingensmith (2011). *Bad boss tips*. Retrieved from http://www.philly.com/philly/jobs/CTW_jobs_20110809_Bad_boss_tips.html

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KEYS TO SUCCESS

- **Confidence:** an unshakable belief in oneself based on a realistic understanding of one's circumstances; a trait that most people admire in others and strive to acquire themselves.
- **Curiosity:** being eager to know and learn; always showing interest and giving special attention to the less obvious; always being the person who says, "I want to know more about"
- **Flexibility:** being capable of change; responding positively to change; being pliable, adaptable, nonrigid and able to deal with ambiguity.
- **Optimism:** expecting the best possible outcome and dwelling on the most hopeful or positive aspects of a situation; believing that the glass is half full rather than half empty.
- **Perseverance:** having passion, energy, focus and the desire to get results. Motivation, persistence, and hard work are all aspects of perseverance.

J. Jansen. (2010) *The 11 Keys to Success*.

Retrieved from

[http://msn.careerbuilder.com/Article/MSN-](http://msn.careerbuilder.com/Article/MSN-2227-Career-Growth-and-Change-The-11-Keys-to-Success)

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Quiz: Test your Resume Readiness

1. How many résumés should you have?

- a. One, which you use to apply for every job
- b. One that you can tailor to each job you apply for
- c. At least 10, all in different colors and fonts

2. True or False: Your résumé should contain a lot of buzzwords.

- a. True
- b. False

3. The best way to start a sentence on your résumé is with:

- a. "I" or "My"
- b. A noun
- c. A verb

4. True or false: You should include every job you've ever had on your résumé.

- a. True
- b. False

5. Which of the following should you include on your résumé?

- a. Salary information.
- b. Reasons for leaving your last job.
- c. None of the above.

Answers:

1. **B-** The idea of having a different resume for each job you apply for may seem daunting but you don't have to create an entirely new document. Making a few changes here and there while tailoring your career objective, keywords, and job duties to the job you're applying for is all that is necessary.
2. **B-** Buzzwords like "team player" "motivated" and "goal oriented" are generic, empty phrases that don't say anything about you. Use brief, specific examples instead that speak to your abilities instead. Also pay attention to the keywords used in the job description and include those in your resume as they apply.
3. **C-** Don't begin sentences on your resume with "I" or "my". Begin each sentence with an action word.
4. **B-** If you've had a long work history, chances are you've held a lot of positions. If this is the case, it's best to omit some of your earlier jobs—especially if it's unrelated to the job you are seeking.
5. **C-** Although employers may ask you to include your salary requirements, your resume is not the place for it. The best option is to include something along the lines of "Salary requirements available upon request" at the end of your cover letter. In addition, should you be asked for an interview, the question can be addressed at that time.

R. Zupek. (2011) *Quiz: Test your Resume Readiness*. Retrieved from

http://msn.careerbuilder.com/jobseeker/careerbytes/quiz.aspx?sc_extcmp=JS_qz19&qid=qz0019&sit



For all the hard work you do, wishing you a relaxing Labor Day.



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