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# USER MANUAL

# BURNOUT ASSESSMENT TOOL

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Version 2.0 – July 2020<sup>1</sup>

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## Preface

This user manual provides a handy guideline for the practical use of the full and well as the short version of the Burnout Assessment Tool (BAT). For more detailed information, please consult the comprehensive, scientific test manual that can be downloaded from the website [www.burnoutassessmenttool.be](http://www.burnoutassessmenttool.be). This user manual aims to explain in a simple and transparent way how the BAT is constructed and how it can be used in practice.

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# 1. How to use the BAT?

Before practically using the BAT in, it is important to consider three principles.

## Principle 1. No burnout diagnosis

The BAT should not be used for diagnosing burnout, instead it is a measure to assess burnout complaints. More specifically, the scientific manual states:

*“Of course no burnout diagnosis can be drafted solely on the basis of the BAT, or any other self-report burnout questionnaire for that matter. This requires a more extensive assessment, including an anamnestic and diagnostic interview by a trained professional. However, the BAT can be a valuable tool to use in the individual assessment process for estimating the individual's level of burnout symptoms.”*

*Manual BAT - Version 2.0, p. 124*

## Principle 2. Different versions of the BAT

The BAT can be used for individual as well as group assessment. Regardless of whether the assessment is individual or groupwise, you can also choose between two versions of the BAT:

- **Work related version**

This version is specifically aimed at "workers". This implies that the items refer to their work situation.

- **General, context-free version**

This version is specifically aimed at "those who are not currently working". Because they are absent from work for a longer period of time, they have little or no bonding with it. Therefore, with the exception of the scale "mental distance", the items of the general version of the BAT do not refer to the work situation. In addition, the items regarding secondary burnout symptoms are always context-free, irrespectively of being included in the work related or general version.

### Principle 3. The BAT taps burnout complaints

The BAT only measures burnout complaints, not the causes or consequences of burnout. Other questionnaires can be used for this for that purpose, such as the [Energy Compass](#) (Schaufeli, 2017) or the Short Inventory to Monitor Psychological Hazards (SIMPH; Notelaers, De Witte, Van Veldhoven & Vermunt, 2007).

In addition, the BAT is also not suitable for making a differential diagnosis. By only using the BAT, no distinction can be made between burnout on the one hand and, for instance, depression, work engagement, workaholism and other aspects of well-being at work on the other. For this you need to use other questionnaires that measure these concepts, such as the Four-Dimensional Symptom Questionnaire (4DSQ; Terluin, Van Rhenen, Schaufeli & De Haan, 2009), the Utrecht Work Engagement Scale (UWES; Schaufeli, Bakker & Salanova, 2006; Schaufeli et al., 2019) and the Dutch Workaholism Scale (DUWAS; Schaufeli, Taris & Bakker, 2008).

## 1.1. Administering the BAT

Filling out the BAT is easy and takes about 5 minutes for the full version, and for the short version even less. The BAT is only available as paper-and-pencil questionnaire. However, one might choose to integrate the BAT into an online platform so that participants may also automatically receive their test-score.

Depending on one's purpose (e.g., individual or group assessment) particular headings should be avoided and excluded from the BAT test sheet (e.g., "Burnout Assessment Tool" or "Exhaustion"). After all, as explained in the scientific manual, these could evoke a negative connotation in the respondents:

*"Because the term "burnout" might have a negative connotation, it is not mentioned in the title of the questionnaire. Instead, the neutral "work experience survey" (or "well-being survey" for the general version) is used."*

*Manual BAT - Version 2.0, p. 102*

For this reason you find in the Appendix a version of the BAT without subscale labels.

### 1.1.1. Instruction

Two instructions for the BAT exist, depending on the version used; one refers to the job of the person who is to complete the questionnaire and the other refers to his or her day-to-day life in general.

#### Work related version

*The following statements are related to your work situation and how you experience this situation. Please state how often each statement applies to you.*

#### General version

*The following statements are related to how you feel. Please state how often each statement applies to you.*

### 1.1.2. Scoring

The statements in both versions are all assessed in a similar way:

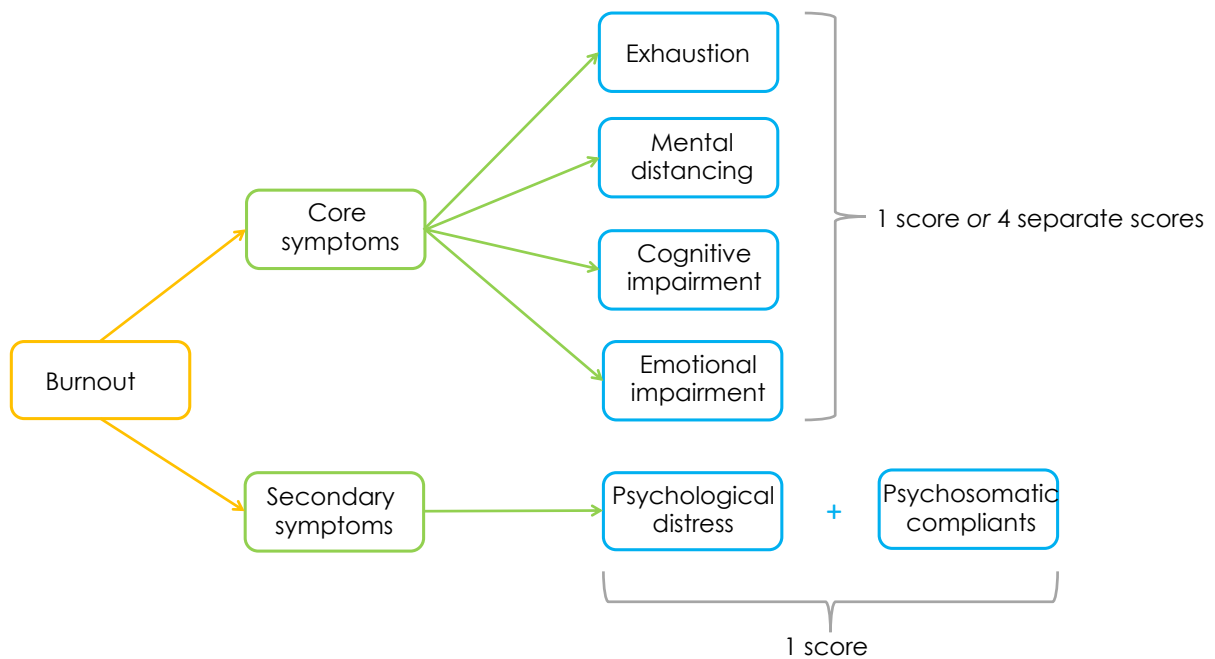
| Never | Rarely | Sometimes | Often | Always |
|-------|--------|-----------|-------|--------|
| 1     | 2      | 3         | 4     | 5      |

### 1.1.3. Subscales and items

The BAT includes 5 subscales:

- Four **core symptoms** tapped by four scales each (exhaustion, mental distance, cognitive impairment, and emotional impairment) that can be interpreted separately or together as a composite score. The full version of the BAT includes 23 items, whereas the short version includes 12 items.
- **Secondary symptoms** consisting of two scales (psychological distress and psychosomatic complaints) that are *always added together and interpreted as a whole* (secondary distress symptoms).

Figure 1: The structure of the BAT



How many scores one chooses to interpret depends on the goal of using the BAT. The scientific manual states.

*“The total score of the (shortened) BAT can be used to assess the level of burnout, whereas the scores on the four core dimensions, supplemented with secondary symptoms, may further differentiate the picture. This kind of differentiation is particularly important for individual burnout assessment.”*

*Manual BAT - Version 2.0, p. 102/103*

### Work related version

Below the items of the work-related version of the BAT are displayed.

- Exhaustion**
- 1) At work, I feel mentally exhausted\*
  - 2) Everything I do at work requires a great deal of effort
  - 3) After a day at work, I find it hard to recover my energy\*
  - 4) At work, I feel physically exhausted\*
  - 5) When I get up in the morning, I lack the energy to start a new day at work
  - 6) I want to be active at work, but somehow I am unable to manage
  - 7) When I exert myself at work, I quickly get tired
  - 8) At the end of my working day, I feel mentally exhausted and drained



**Mental distance**

- 1) I struggle to find any enthusiasm for my work\*
- 2) At work, I do not think much about what I am doing and I function on autopilot
- 3) I feel a strong aversion towards my job\*
- 4) I feel indifferent about my job
- 5) I'm cynical about what my work means to others\*

**Cognitive impairment**

- 1) At work, I have trouble staying focused\*
- 2) At work I struggle to think clearly
- 3) I'm forgetful and distracted at work
- 4) When I'm working, I have trouble concentrating\*
- 5) I make mistakes in my work because I have my mind on other things\*

**Emotional impairment**

- 1) At work, I feel unable to control my emotions\*
- 2) I do not recognize myself in the way I react emotionally at work\*
- 3) During my work I become irritable when things don't go my way
- 4) I get upset or sad at work without knowing why
- 5) At work I may overreact unintentionally\*

**Psychological distress**

- 1) I have trouble falling or staying asleep
- 2) I tend to worry
- 3) I feel tense and stressed
- 4) I feel anxious and/or suffer from panic attacks
- 5) Noise and crowds disturb me
- 6) I have trouble falling or staying asleep

**Psychosomatic complaints**

- 1) I suffer from palpitations or chest pain
- 2) I suffer from stomach and/or intestinal complaints
- 3) I suffer from headaches
- 4) I suffer from muscle pain, for example in the neck, shoulder or back
- 5) I often get sick

Note: \* Short version.

**General version**

Below the items of the general version of the BAT are displayed.

**Exhaustion**

- 1) I feel mentally exhausted\*
- 2) Everything I do requires a great deal of effort
- 3) At the end of the day, I find it hard to recover my energy\*

|  |
|--|
| <ul style="list-style-type: none"> <li>4) I feel physically exhausted*</li> <li>5) When I get up in the morning, I lack the energy to start a new day</li> <li>6) I want to be active, but somehow I am unable to manage</li> <li>7) When I exert myself, I quickly get tired</li> <li>8) At the end of my day, I feel mentally exhausted and drained</li> </ul> |
| <p><b>Mental distance</b></p> <ul style="list-style-type: none"> <li>1) I struggle to find any enthusiasm for my work*</li> <li>2) I feel a strong aversion towards my job*</li> <li>3) I feel indifferent about my job</li> <li>4) I'm cynical about what my work means to others*</li> </ul>   |
| <p><b>Cognitive impairment</b></p> <ul style="list-style-type: none"> <li>1) I have trouble staying focused*</li> <li>2) I struggle to think clearly</li> <li>3) I'm forgetful and distracted</li> <li>4) I have trouble concentrating*</li> <li>5) I make mistakes because I have my mind on other things*</li> </ul>   |
| <p><b>Emotional impairment</b></p> <ul style="list-style-type: none"> <li>1) I feel unable to control my emotions*</li> <li>2) I do not recognize myself in the way I react emotionally*</li> <li>3) I become irritable when things don't go my way</li> <li>4) I get upset or sad without knowing why</li> <li>5) I may overreact unintentionally*</li> </ul>   |

Note: \* Short version

## 1.2. Full or short version?

The psychometric properties of the shortened version of the BAT, which consists of 12 questions, are similar to that of the full BAT, which consists of 23 questions (see Part III of the Manual). This means that, technically speaking, the shortened version can be used just as well as the full version. This is especially true when the BAT is used for benchmarking, whereby the level of burnout complaints of a group of employees is compared to that of the average Flemish or Dutch employee.

However, it is better to use the full version for individual assessment and for screening purposes with the aim of identifying those who are at risk for burnout. First, because the scores on the full version are more accurate (i.e., more differentiated), simply because the full version contains more questions, resulting in a finer-grained score distribution. Secondly, the discriminative power of the shortened version is slightly less than that of the full version (see pp. 118-121 of the Manual). This means that burnout cases and

non-burnout cases are less adequately distinguished from each other. Both reasons especially apply for the subscales of the short version; the total score can be used for individual assessment and screening if one is not interested in a breakdown into different core symptoms.

## 2. Interpretation

Although it takes only 5 minutes to complete the BAT, correct interpretation requires more time, of course.

As mentioned above, depending one's goal, one may calculate and interpret different scores. The scientific manual elaborates on that:

*"The average scores on the BAT scales are calculated by adding the scores on all items of a particular scale and then divide this sum by the number of items of that scale. The following scoring categories are used: 1 "never", 2 "rarely", 3 "sometimes", 4 "often", and 5 "always". This means that the value of the average scale scores varies from 1 to 5. By adding the scores on all BAT items and dividing the sum by 23, the total score is obtained, which also ranges between 1 and 5. The same procedure is mutatis mutandis followed for calculating the total score of the 10 secondary symptoms."*

*Manual BAT - Version 2.0, p. 102*

In essence, one always has to calculate an average score - which ranges between 1 and 5 - before it can be interpreted. This is explained below using the fictional respondents X, Y and Z as examples.

### 2.1. Calculating average scores

- If one wants to determine a person's **overall** level of burnout, one should consider the total score on the four core dimensions.
  - First add each score of each item to calculate the total sum score.

| Respondent                 | X  | Y  | Z  |
|----------------------------|----|----|----|
| Total score (Total – core) | 55 | 60 | 75 |

- Next, divide this sum score by the number of items - in this case 23 - and round to 2 decimals. The short version includes 12 items and therefore the sum scores should be divided by 12.

| Respondent                   | X    | Y    | Z    |
|------------------------------|------|------|------|
| Average score (Total – core) | 2.39 | 2.61 | 3.26 |

- In case one prefers a more **differentiated** picture, the average score for each of the 5 dimensions should be computed separately.
  - The same steps as above should be followed; first add up the scores on the items for each dimension separately and then divide that sum score by the number of questions for the particular dimension involved.

| Number of items | Exhaustion | Mental distance | Emotional impairment | Cognitive impairment | Secondary symptoms |
|-----------------|------------|-----------------|----------------------|----------------------|--------------------|
| BAT-23          | 8          | 4 or 5*         | 5                    | 5                    | 10                 |
| BAT-12          | 3          | 3               | 3                    | 3                    | 10                 |

\* The general and work related versions of the BAT include 4 and 5 items, respectively.

- Take, for example, exhaustion of the full version:
  - All 8 items of this dimension are added to compute the sum score.

| Respondent               | X  | Y  | Z  |
|--------------------------|----|----|----|
| Total score (Exhaustion) | 20 | 25 | 28 |

- Because the exhaustion subscale includes 8 items, the sum score should be divided by 8. For the short version divide by 3.

| Respondent                 | X    | Y    | Z    |
|----------------------------|------|------|------|
| Average score (Exhaustion) | 2.50 | 3.13 | 3.50 |

## 2.2. Interpreting average scores

Basically, the average score(s) that have been calculated can be interpreted in two different ways, either using statistical norms or clinical cut-off scores<sup>2</sup>.

<sup>2</sup> For more information about the distinction between statistical norms and clinical cut-off values see the Manual – Part III: Practical use.

- If one prefers to use **statistical norms**, the obtained BAT-score(s) can be compared with the average scores of the Flemish or Dutch workforce. More specifically, four categories exist: low, medium, high and very high. "Low" means that the observed BAT-score corresponds to the 25% lowest scoring employees, and "high" that it corresponds to the 25% highest scoring employees. "Very high" corresponds with the top 5% scoring employees.
  - Statistical norms are interesting because they provide information about how the score of an individual or group compares to a specific reference group. Therefore statistical norms might be relevant for organizations that want to know whether their employees score better or worse than the national workforce.
  - However, the disadvantage is that it is unknown whether the observed score is, in fact, "problematic". For example, an employee may score "high" compared to the average workforce, but that does not necessarily mean that that he or she suffers from burnout.
  
- If one prefers to use **clinical cut-off values**, the observed BAT-scores can be compared with the scores of patients who – according to trained professionals – suffer from severe burnout complaints.
  - Cut-off values are interesting because they indicate whether or not the individual's score is "problematic". More specifically, these cut-off values indicate to what extent the individual's score is comparable with those who have been diagnosed as being "burned-out" by trained professionals. Therefore, cut-offs play an important role in individual assessment of burnout.
  - Based on clinical cut-off values, three categories are distinguished, by analogy with a traffic light: **green** (no risk of burnout), **orange** (at risk for burnout) or **red** (very high risk of burnout).

### 2.2.1. Norms

For the work-related version of the BAT, statistical norms are available for Flanders and the Netherlands, whereas clinical cut-off values are available for Flanders only. For the

general version of the BAT, only cut-off values for Flanders are available as well. Statistical norms and cut-off values for other countries are currently being developed<sup>3</sup>.

### 2.2.1.1. Statistical norms for Flemish employees

Table 1. Statistical norms for Flemish employees (BAT-23)

|                  | Total-core  | Exhaustion  | Mental distance | Emotional impairment | Cognitive impairment | Secondary symptoms |
|------------------|-------------|-------------|-----------------|----------------------|----------------------|--------------------|
| <b>Low</b>       | 1.00 – 1.60 | 1.00 – 1.75 | 1.00 – 1.20     | 1.00 – 1.20          | 1.00 – 1.80          | 1.00 – 1.70        |
| <b>Average</b>   | 1.61 – 2.40 | 1.76 – 2.70 | 1.21 – 2.40     | 1.21 – 2.19          | 1.81 – 2.59          | 1.71 – 2.75        |
| <b>High</b>      | 2.41 – 3.29 | 2.71 – 3.74 | 2.41 – 3.59     | 2.20 – 3.19          | 2.60 – 3.39          | 2.76 – 3.50        |
| <b>Very high</b> | 3.30 – 5.00 | 3.75 – 5.00 | 3.60 – 5.00     | 3.20 – 5.00          | 3.40 – 5.00          | 3.51 – 5.00        |

Manual BAT - Version 2.0, Tables 60/62, p.109/110

1. If one seeks to determine the **overall level** of burnout, Table 1 above can be consulted. Using the 2<sup>nd</sup> column (Total-core) and applying this information to our fictious in respondents X, Y and Z yields the following interpretation:

| Respondent                   | X       | Y    | Z    |
|------------------------------|---------|------|------|
| <b>Average score (Total)</b> | 2.39    | 2.61 | 3.26 |
| <b>Classification</b>        | Average | High | High |

Specifically this means that, compared to the Flemish working population, the level of burnout of respondent X should be considered “average”. In contrast, the degree of burnout of respondents Y and Z is “high” as compared to the Flemish working population. This means that Y and Z belong to the group of 25% highest-ranking Flemish employees (and thus 75% of the working Flemish working population scores lower).

2. If one seeks to determine a more **differentiated** picture, the 3<sup>rd</sup> (exhaustion) to the 7<sup>th</sup> column (secondary symptoms) of Table 1 should be consulted. If, for example, the exhaustion scores of respondents X, Y and Z should be interpreted, the 3<sup>rd</sup> column of Table 1 should be used. This yields the following interpretation:

<sup>3</sup> Preferably, when available, BAT-scores of employees from a particular country should be compared with local statistical norms, which should be derived from a national representative sample of that country. In a similar vein, clinical cut-off scores should also be based on local samples.

| <b>Respondent</b>           | <b>X</b>       | <b>Y</b>    | <b>Z</b>    |
|-----------------------------|----------------|-------------|-------------|
| <b>Average (Exhaustion)</b> | 2.50           | 3.13        | 3.50        |
| <b>Classification</b>       | <i>Average</i> | <i>High</i> | <i>High</i> |

Specifically this means that, compared to the Flemish working population, the level of exhaustion of respondent X should be considered “average”, whereas respondents Y and Z have “high” levels of exhaustion, as compared to the Flemish working population. In other words, 75% of working Flemish employees feel less exhausted.

*Table 2. Statistical norms for Flemish employees (BAT-12)\**

|                  | <b>Total-core</b> | <b>Exhaustion</b> | <b>Mental distance</b> | <b>Emotional impairment</b> | <b>Cognitive impairment</b> |
|------------------|-------------------|-------------------|------------------------|-----------------------------|-----------------------------|
| <b>Low</b>       | 1.00 – 1.50       | 1.00 – 1.66       | 1.00                   | 1.00                        | 1.00 – 1.66                 |
| <b>Average</b>   | 1.51 – 2.35       | 1.67 – 2.99       | 1.01 – 2.65            | 1.01 – 2.00                 | 1.67 – 2.33                 |
| <b>High</b>      | 2.36 – 3.17       | 3.00 – 3.99       | 2.66 – 3.99            | 2.01 – 3.00                 | 2.34 – 3.32                 |
| <b>Very high</b> | 3.18 – 5.00       | 4.00 – 5.00       | 4.00 – 5.00            | 3.01 – 5.00                 | 3.33 – 5.00                 |

Note: \* Secondary symptoms are not included in the table because no short version of this scale exists. Manual BAT - Version 2.0, Table 69, p.116.

### 2.2.1.2. Statistical norms for Dutch employees

The Dutch statistical norms are interpreted in a similar way as the Flemish, except that these are based on a representative sample of the Dutch workforce.

*Table 3. Statistical norms Dutch employees (BAT-23)*

|                  | <b>Total-core</b> | <b>Exhaustion</b> | <b>Mental distance</b> | <b>Emotional impairment</b> | <b>Cognitive impairment</b> | <b>Secondary symptoms</b> |
|------------------|-------------------|-------------------|------------------------|-----------------------------|-----------------------------|---------------------------|
| <b>Low</b>       | 1.00 – 1.55       | 1.00 – 1.75       | 1.00 – 1.20            | 1.00 – 1.20                 | 1.00 – 1.40                 | 1.00 – 1.45               |
| <b>Average</b>   | 1.56 – 2.79       | 1.76 – 2.99       | 1.21 – 2.99            | 1.21 – 2.79                 | 1.41 – 2.60                 | 1.46 – 2.79               |
| <b>High</b>      | 2.80 – 3.64       | 3.00 – 3.99       | 3.00 – 3.99            | 2.80 – 3.99                 | 2.61 – 3.79                 | 2.80 – 3.59               |
| <b>Very high</b> | 3.65 – 5.00       | 4.00 – 5.00       | 4.00 – 5.00            | 4.00 – 5.00                 | 3.80 – 5.00                 | 3.60 – 5.00               |

Manual BAT - Version 2.0, Table 64, p.111

Table 4. Statistical norms Dutch employees (BAT-12)\*

|                  | Total-core  | Exhaustion  | Mental distance | Emotional impairment | Cognitive impairment |
|------------------|-------------|-------------|-----------------|----------------------|----------------------|
| <b>Low</b>       | 1.00 – 1.50 | 1.00 – 1.66 | 1.00            | 1.00                 | 1.00 – 1.33          |
| <b>Average</b>   | 1.51 – 2.79 | 1.67 – 2.67 | 1.01 – 2.99     | 1.01 – 2.67          | 1.34 – 2.67          |
| <b>High</b>      | 2.80 – 3.66 | 2.68 - 3.99 | 3.00 – 3.99     | 2.68 – 3.59          | 2.68 – 3.66          |
| <b>Very high</b> | 3.67– 5.00  | 4.00– 5.00  | 4.00– 5.00      | 3.60– 5.00           | 3.67– 5.00           |

Note: \* Secondary symptoms are not included in the table because no short version of this scale exists. Manual BAT - Version 2.0, Table 71, p.117.

## 2.2.2. Cut-off values

### 2.2.2.1. Cut-off values for Flemish employees

Table 5. Cut-off values for Flemish employees (BAT-23)

|               | Total-core  | Exhaustion  | Mental distance | Emotional impairment | Cognitive impairment | Secondary symptoms |
|---------------|-------------|-------------|-----------------|----------------------|----------------------|--------------------|
| <b>Green</b>  | 1.00 – 2.58 | 1.00 – 3.05 | 1.00 – 2.49     | 1.00 – 2.09          | 1.00 – 2.69          | 1.00 – 2.84        |
| <b>Orange</b> | 2.59 – 3.01 | 3.06 – 3.30 | 2.50 – 3.09     | 2.10 – 2.89          | 2.70 – 3.09          | 2.85 – 3.34        |
| <b>Red</b>    | 3.02 – 5.00 | 3.31 – 5.00 | 3.10 – 5.00     | 2.90 – 5.00          | 3.10 – 5.00          | 3.35 – 5.00        |

Manual BAT - Version 2.0, Table 66, p. 113

- If one prefers to assess the **overall degree** of burnout, the 2<sup>nd</sup> column Total -core) of Table 5 should be consulted. Taking respondents X, Y and Z as an example the following interpretation emerges:

| Respondent                         | X     | Y      | Z    |
|------------------------------------|-------|--------|------|
| <b>Average score (Total -core)</b> | 2.39  | 2.61   | 3.26 |
| <b>Classification</b>              | Green | Orange | Red  |

In concrete terms, this means that respondent X falls in the green zone and is therefore *not* at risk for burnout, while respondent Y falls in the orange zone and hence is at risk of burnout. Finally, respondent Z falls in the red zone and exhibits very high risk of burnout.

- If one prefers to determine a more **differentiated** picture, the 3<sup>rd</sup> (exhaustion) to the 7<sup>th</sup> column (secondary symptoms) of Table 5 should be used. Taking respondents X, Y and Z and "exhaustion" as an example, considering the 3<sup>rd</sup> column leads to the following interpretation:



| Respondent                 | X     | Y      | Z    |
|----------------------------|-------|--------|------|
| Average score (Exhaustion) | 2.50  | 3.13   | 3.50 |
| Classification             | Green | Orange | Red  |

Specifically, this means that respondent X falls in the green zone and is therefore not at risk for burnout, while respondent Y falls in the orange zone and is at risk of burnout. Respondent Z falls in the red zone and thus has a very high risk of burnout.

Table 6. Cut-off values for Flemish employees (BAT-12)

|        | Total-core  | Exhaustion  | Mental distance | Emotional impairment | Cognitive impairment |
|--------|-------------|-------------|-----------------|----------------------|----------------------|
| Green  | 1.00 – 2.53 | 1.00 – 3.16 | 1.00 – 2.16     | 1.00 – 2.16          | 1.00 – 2.82          |
| Orange | 2.54 – 2.95 | 3.17 – 3.50 | 2.17 – 3.16     | 2.17 – 2.82          | 2.83 – 3.16          |
| Red    | 2.96 – 5.00 | 3.51 – 5.00 | 3.17 – 5.00     | 2.83 – 5.00          | 3.17 – 5.00          |

Note: \* Secondary symptoms are not included in the table because no short version of this scale exists.

- For individual diagnostics it is recommended to use only the **total score** of the BAT-12 because particularly the sensitivity of the "red" cut-off values is too low (see table 73 in the BAT Manual 2.0). Optionally, the "orange" cut-off values of the subscales of the BAT-12 can be used.

#### 2.2.2.2. Cut-off values for non-working Flemish individuals

The clinical cut-off values displayed in Table 7 below are used in a similar way as those for Flemish employees (Table 5), except that these refer to the general version of the BAT.

Table 7. Clinical cut-off values for non-working Flemish individuals (BAT-23)

|        | Total-core  | Exhaustion  | Mental distance | Emotional impairment | Cognitive impairment |
|--------|-------------|-------------|-----------------|----------------------|----------------------|
| Green  | 1.00 – 2.58 | 1.00 – 3.30 | 1.00 – 2.49     | 1.00 – 2.09          | 1.00 – 2.69          |
| Orange | 2.59 – 3.01 | 3.31 – 3.80 | 2.50 – 3.09     | 2.10 – 3.49          | 2.70 – 3.49          |
| Red    | 3.02 – 5.00 | 3.81 – 5.00 | 3.10 – 5.00     | 3.50 – 5.00          | 3.50 – 5.00          |

Manual BAT - Version 2.0, Table 68, p. 115

Table 8. Clinical cut-off values for non-working Flemish individuals (BAT-12)

|               | <b>Exhaustion</b> | <b>Mental distance</b> | <b>Emotional impairment</b> | <b>Cognitive impairment</b> |
|---------------|-------------------|------------------------|-----------------------------|-----------------------------|
| <b>Green</b>  | 1.00 – 3.49       | 1.00 – 2.16            | 1.00 – 2.82                 | 1.00 – 2.82                 |
| <b>Orange</b> | 3.50 – 4.16       | 2.17 – 3.16            | 2.83 – 3.82                 | 2.83 – 3.49                 |
| <b>Red</b>    | 4.17 – 5.00       | 3.17 – 5.00            | 3.83 – 5.00                 | 3.50 – 5.00                 |

*Manual BAT - Version 2.0, Table 74, p. 121*

Unfortunately, cut-off values for the total score of the shortened non-work-related version of the BAT are missing.

## References

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## APPENDIX

### Work-related version of the BAT

#### Instruction

The following statements are related to your work situation and how you experience this situation. Please state how often each statement applies to you.

#### Scoring

| Never | Rarely | Sometimes | Often | Always |
|-------|--------|-----------|-------|--------|
| 1     | 2      | 3         | 4     | 5      |

### Core symptoms

|  | Never                    | Rarely                   | Sometimes                | Often                    | Always                   |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. At work, I feel mentally exhausted*   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Everything I do at work requires a great deal of effort                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. After a day at work, I find it hard to recover my energy*                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. At work, I feel physically exhausted*   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. When I get up in the morning, I lack the energy to start a new day at work      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. I want to be active at work, but somehow I am unable to manage                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. When I exert myself at work, I quickly get tired                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. At the end of my working day, I feel mentally exhausted and drained             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. I struggle to find any enthusiasm for my work*                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. At work, I do not think much about what I am doing and I function on autopilot | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. I feel a strong aversion towards my job*                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. I feel indifferent about my job  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. I'm cynical about what my work means to others*                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. At work, I have trouble staying focused*                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. At work I struggle to think clearly  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. I'm forgetful and distracted at work   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|  |                          |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 17. When I'm working, I have trouble concentrating*                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. I make mistakes in my work because I have my mind on other things* | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. At work, I feel unable to control my emotions*                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. I do not recognize myself in the way I react emotionally at work*  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. During my work I become irritable when things don't go my way      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. I get upset or sad at work without knowing why                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. At work I may overreact unintentionally*                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Note: \* Short version

**Secondary symptoms**

|   | Never                    | Rarely                              | Sometimes                | Often                    | Always                   |
|---|--------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| 1. I have trouble falling or staying asleep                             | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. I tend to worry  | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. I feel tense and stressed  | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I feel anxious and/or suffer from panic attacks                      | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Noise and crowds disturb me  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. I suffer from palpitations or chest pain                             | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. I suffer from stomach and/or intestinal complaints                   | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. I suffer from headaches  | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. I suffer from muscle pain, for example in the neck, shoulder or back | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. I often get sick  | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## General version of the BAT

### Instruction

The following statements are related to how you feel. Please state how often each statement applies to you.

### Scoring

| Never | Rarely | Sometimes | Often | Always |
|-------|--------|-----------|-------|--------|
| 1     | 2      | 3         | 4     | 5      |

|   | Never                    | Rarely                   | Sometimes                | Often                    | Always                   |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. I feel mentally exhausted*   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Everything I do requires a great deal of effort                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. At the end of the day, I find it hard to recover my energy*        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. I feel physically exhausted*                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. When I get up in the morning, I lack the energy to start a new day | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. I want to be active, but somehow I am unable to manage             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. When I exert myself, I quickly get tired                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. At the end of my day, I feel mentally exhausted and drained        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. I struggle to find any enthusiasm for my work*                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. I feel a strong aversion towards my job*                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. I feel indifferent about my job                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. I'm cynical about what my work means to others*                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. I have trouble staying focused*                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. I struggle to think clearly                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. I'm forgetful and distracted                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. I have trouble concentrating*                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. I make mistakes because I have my mind on other things*           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. I feel unable to control my emotions*                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. I do not recognize myself in the way I react emotionally*         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. I become irritable when things don't go my way                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. I get upset or sad without knowing why                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. I may overreact unintentionally*                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Note: \* Short version.