**Emotional Intelligence Self-Assessment**

The following questions are designed to help you establish just how aware you are of your emotional responses and how well you use your emotional intelligence.

The questionnaire follows the five step model of EI: Self-Awareness, Self-Regulation, Self-Motivation, Social Awareness and Social Skills (Relationship Management).

***For each question, check the box that comes closest to how you feel about the answer.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Section A: Self-Awareness | Always | Usually | Sometimes | Occasionally | Rarely |
| 1. Do you know which emotions you are feeling and why?
 |  |  |  |  |  |
| 1. Can you tell when your emotions are affecting your performance?
 |  |  |  |  |  |
| 1. Can you tell when you are starting to lose your temper or when your thoughts are turning negative?
 |  |  |  |  |  |
| 1. Do you have a guiding awareness of your values and goals?
 |  |  |  |  |  |
| 1. Are you aware of your strengths and weaknesses?
 |  |  |  |  |  |
| 1. Are you reflective, learning from experience?
 |  |  |  |  |  |
| 1. Are you open to candid feedback, new perspectives, continuous learning and self-development?
 |  |  |  |  |  |
| 1. Are you able to show a sense of humor and perspective about yourself?
 |  |  |  |  |  |
| 1. Can you voice views that are unpopular and go out on a limb for what is right?
 |  |  |  |  |  |
| 1. Are you decisive, able to make decisions despite uncertainties and pressures?
 |  |  |  |  |  |

Always \_\_\_\_\_ x 10 = \_\_\_\_\_

Usually \_\_\_\_\_ x 8 = \_\_\_\_\_

Sometimes \_\_\_\_\_ x 6 = \_\_\_\_\_

Occasionally \_\_\_\_\_ x 4 = \_\_\_\_\_

Rarely \_\_\_\_\_ x 2 = ­­­­­\_\_\_\_\_

Total Score \_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Section B: Self-Regulation | Always | Usually | Sometimes | Occasionally | Rarely |
| 1. Do you manage your impulsive feelings distressing emotions well? (For example, do you just get on with things when you are angry about something, or do you state your concerns without ager or passivity?)
 |  |  |  |  |  |
| 1. Do you stay composed, positive and unflappable even in trying moments? (For example, when you are faced with someone’s anger, aggression or frustration.)
 |  |  |  |  |  |
| 1. Do you think clearly and stay focused under pressure or when feeling anxious?
 |  |  |  |  |  |
| 1. Do you build trust through your reliability, ethical behavior and authenticity?
 |  |  |  |  |  |
| 1. Do you admit your own mistakes and confront unethical actions in others?
 |  |  |  |  |  |
| 1. Do you take tough, principled stands, even I f they are unpopular?
 |  |  |  |  |  |
| 1. Do you meet commitments and keep promises?
 |  |  |  |  |  |
| 1. Do you smoothly handle multiple demands, shifting priorities and rapid change?
 |  |  |  |  |  |
| 1. Are you flexible in how you see events?
 |  |  |  |  |  |
| 1. Are you open to novel ideas and new information?
 |  |  |  |  |  |

Always \_\_\_\_\_ x 10 = \_\_\_\_\_

Usually \_\_\_\_\_ x 8 = \_\_\_\_\_

Sometimes \_\_\_\_\_ x 6 = \_\_\_\_\_

Occasionally \_\_\_\_\_ x 4 = \_\_\_\_\_

Rarely \_\_\_\_\_ x 2 = ­­­­­\_\_\_\_\_

Total Score \_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Section C : Self-Motivation | Always | Usually | Sometimes | Occasionally | Rarely |
| 1. Do you bounce back quickly after a setback?
 |  |  |  |  |  |
| 1. Can you kick-start yourself into action when appropriate?
 |  |  |  |  |  |
| 1. Are you results-oriented, with a high drive to meet your objectives and standards?
 |  |  |  |  |  |
| 1. Do you set challenging goals and take calculated risks?
 |  |  |  |  |  |
| 1. Do you learn how to improve your performance by seeking feedback?
 |  |  |  |  |  |
| 1. Do you readily make sacrifices to meet your goals (while maintaining a healthy life balance)?
 |  |  |  |  |  |
| 1. Do you use your core values in making decisions and clarifying choices?
 |  |  |  |  |  |
| 1. Are you ready to seize opportunities?
 |  |  |  |  |  |
| 1. Do you strive to exceed expectations or go beyond what is required of you?
 |  |  |  |  |  |
| 1. Do you persist in seeking your goals despite obstacles and setbacks?
 |  |  |  |  |  |

Always \_\_\_\_\_ x 10 = \_\_\_\_\_

Usually \_\_\_\_\_ x 8 = \_\_\_\_\_

Sometimes \_\_\_\_\_ x 6 = \_\_\_\_\_

Occasionally \_\_\_\_\_ x 4 = \_\_\_\_\_

Rarely \_\_\_\_\_ x 2 = ­­­­­\_\_\_\_\_

Total Score \_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Section D: Social Awareness | Always | Usually | Sometimes | Occasionally | Rarely |
| 1. Are you attentive to emotional cues and listen well?
 |  |  |  |  |  |
| 1. Do you show sensitivity and understand other’s perspectives?
 |  |  |  |  |  |
| 1. Do you seek ways to increase client’s satisfaction and loyalty?
 |  |  |  |  |  |
| 1. Do you acknowledge and reward people’s strengths and accomplishments?
 |  |  |  |  |  |
| 1. Do you offer useful and candid feedback with sensitivity?
 |  |  |  |  |  |
| 1. Do you respect people from varied backgrounds and relate well to them?
 |  |  |  |  |  |
| 1. Do you see diversity as an opportunity, creating an environment where diverse people can thrive?
 |  |  |  |  |  |
| 1. Do you challenge bias and intolerance?
 |  |  |  |  |  |
| 1. Do you accurately read key power relationships?
 |  |  |  |  |  |
| 1. Do you detect crucial social networks?
 |  |  |  |  |  |

Always \_\_\_\_\_ x 10 = \_\_\_\_\_

Usually \_\_\_\_\_ x 8 = \_\_\_\_\_

Sometimes \_\_\_\_\_ x 6 = \_\_\_\_\_

Occasionally \_\_\_\_\_ x 4 = \_\_\_\_\_

Rarely \_\_\_\_\_ x 2 = ­­­­­\_\_\_\_\_

Total Score \_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Section E: Social Skills | Always | Usually | Sometimes | Occasionally | Rarely |
| 1. Are you able to raise morale and make others feel good?
 |  |  |  |  |  |
| 1. Are you able to demonstrate empathy with other’s feelings?
 |  |  |  |  |  |
| 1. Do you listen well, seek mutual understanding and welcome sharing of information fully?
 |  |  |  |  |  |
| 1. Do you lead by example?
 |  |  |  |  |  |
| 1. Do you recognize the need for change and remove barriers?
 |  |  |  |  |  |
| 1. Do you handle difficult people and tense situations with diplomacy and tact?
 |  |  |  |  |  |
| 1. Do you cultivate and maintain extensive informal networks?
 |  |  |  |  |  |
| 1. Do you balance a focus on task with attention to relationships?
 |  |  |  |  |  |
| 1. Do you promote a friendly, cooperative climate?
 |  |  |  |  |  |
| 1. Do you model qualities like respect, helpfulness and cooperation?
 |  |  |  |  |  |

Always \_\_\_\_\_ x 10 = \_\_\_\_\_

Usually \_\_\_\_\_ x 8 = \_\_\_\_\_

Sometimes \_\_\_\_\_ x 6 = \_\_\_\_\_

Occasionally \_\_\_\_\_ x 4 = \_\_\_\_\_

Rarely \_\_\_\_\_ x 2 = ­­­­­\_\_\_\_\_

Total Score \_\_\_\_\_

**Developing Emotional Intelligence: Action Plan**

Identify one or two development goals based on your self-assessment scores or which area of EI is most relevant to your current position. Reflect on what you learned today, then list one or two things you’d like to start doing (action items) to increase your emotional intelligence. List any resources you need to help you with this goal and determine a timeline to work within.

|  |  |  |  |
| --- | --- | --- | --- |
| **Development Goal** | **Actions to Achieve this Goal** | **Support/Resource Needed** | **Start Date/Finish Date** |
|  |  |  |  |
|  |  |  |  |

**Resources for Further Learning**

**Mind Tools – Essentials skills for an excellent career:** [**https://www.mindtools.com/pages/searchResults/?words=Emotional+Intelligence**](https://www.mindtools.com/pages/searchResults/?words=Emotional+Intelligence)

**SkillSoft courses in the LMS:** Leadership Essentials: Leading with Emotional Intelligence

**Free Management eBooks:** <http://www.free-management-ebooks.com/dldebk-pdf/fme-understanding-emotional-intelligence.pdf>

**Authors:** Daniel Goleman, Travis Bradberry, Harvard Business Review, and many more!

[http://www.amazon.com/Emotional-Intelligence-Matter-More-Than/dp/055338371X/ref=sr\_1\_1?ie=UTF8&qid=1452289084&sr=8-1&keywords=emotional+intelligence](http://www.amazon.com/Emotional-Intelligence-Matter-More-Than/dp/055338371X/ref%3Dsr_1_1?ie=UTF8&qid=1452289084&sr=8-1&keywords=emotional+intelligence)

[http://www.amazon.com/Emotional-Intelligence-2-0-Travis-Bradberry/dp/0974320625/ref=sr\_1\_2?ie=UTF8&qid=1452289084&sr=8-2&keywords=emotional+intelligence](http://www.amazon.com/Emotional-Intelligence-2-0-Travis-Bradberry/dp/0974320625/ref%3Dsr_1_2?ie=UTF8&qid=1452289084&sr=8-2&keywords=emotional+intelligence)

[http://www.amazon.com/Emotional-Intelligence-featured-Leader-Goleman/dp/1633690199/ref=sr\_1\_5?ie=UTF8&qid=1452289084&sr=8-5&keywords=emotional+intelligence](http://www.amazon.com/Emotional-Intelligence-featured-Leader-Goleman/dp/1633690199/ref%3Dsr_1_5?ie=UTF8&qid=1452289084&sr=8-5&keywords=emotional+intelligence)

**Books to improve self/other awareness and communication skills**

[http://www.amazon.com/Crucial-Conversations-Talking-Stakes-Second/dp/0071771328/ref=sr\_1\_1?ie=UTF8&qid=1452289264&sr=8-1&keywords=crucial+conversations](http://www.amazon.com/Crucial-Conversations-Talking-Stakes-Second/dp/0071771328/ref%3Dsr_1_1?ie=UTF8&qid=1452289264&sr=8-1&keywords=crucial+conversations)

[http://www.amazon.com/Speak-Strong-what-MEAN-MEAN/dp/1600378641/ref=sr\_1\_1?ie=UTF8&qid=1452289300&sr=8-1&keywords=speak+strong](http://www.amazon.com/Speak-Strong-what-MEAN-MEAN/dp/1600378641/ref%3Dsr_1_1?ie=UTF8&qid=1452289300&sr=8-1&keywords=speak+strong)