

Emotional Quotient Self-Score Questionnaire

Introduction

- This questionnaire is designed to help you evaluate aspects of your Emotional Intelligence (EI).
- It determines your Emotional Quotient or EQ, a competence based measure relating to Emotional Intelligence.
- Emotional Intelligence is a term used to describe the way in which we handle both our own emotions and those of others and the impact they have on both ourselves and others.
- In this questionnaire the following factors will be explored:
 - Self-Awareness
 - Self-Management
 - Social Awareness
 - Social Skills
- In the questionnaire you will be asked to rate yourself with regard to certain observable behaviours; as this is self-assessment you should clearly respond as honestly as possible.
- The object is to help you identify areas of relative strength and those areas with the potential for development.
- It is unlikely anyone will be strong in everything so try to be discerning in your use of the scale.
- At the end of the question section you will find instructions for marking your responses.

Section One

For each statement below, decide which of the answers on the following scale best describes you and enter the rating against the question number on the answer

5

Very Good

2

Could be better / Inconsistent

4

Good

1

Not very good / Often neglect this

3

Acceptable / OK

sheet:

1. Acting confidently when I have some relevant expertise or experience
2. Taking decisions without approval or support
3. Evaluating when I am close to the limit of my capabilities
4. Sharing with others when I am uneasy about taking on task
5. Managing how much pressure I put myself under
6. Identifying when I am starting to feel under pressure
7. Being open about the emotional impact events may have had on me
8. Recognising when my feelings may be impacting on my judgement
9. Anticipating accurately my reaction to events
10. Admitting when my behaviour may have been unreasonable

Section Two

For each statement below, decide which of the answers on the following scale best describes you and enter the rating against the question number on the answer

5

Very Good

2

Could be better / Inconsistent

4

Good

1

Not very good / Often neglect this

3

Acceptable / OK

sheet:

11. Maintaining a calm appearance when my situation becomes uncomfortable
12. Making my actions match my words
13. Controlling any potentially emotional outbursts
14. Staying openly committed on tasks I do not consider worthwhile
15. Holding back from expressing criticism of others
16. Adjusting rapidly when the situation changes
17. Tackling obstacles and problems rather than simply complaining about them
18. Initiating action on tasks without needing to be asked
19. Taking advantage of new opportunities in the workplace
20. Considering all criticism non-defensively

Section Three

For each statement below, decide which of the answers on the following scale best describes you and enter the rating against the question number on the answer

Very Good

Could be better / Inconsistent

Good

Not very good / Often neglect this

Acceptable / OK

sheet:

21. Sensing when others are feeling down or upset
22. Addressing the needs and concerns of others
23. Alerting others when the harmony within the group is under strain
24. Taking account of others' agendas and priorities when making presentations
25. Being sensitive to the political undertones in the organisation
26. Spotting where personality clashes may impact on work performance
27. Identifying where alliances could be built with other areas
28. Appreciating the pressures under which others are operating
29. Anticipating customer needs
30. Generating ideas that others find attractive

Section Four

For each statement below, decide which of the answers on the following scale best describes you and enter the rating against the question number on the answer

5

Very Good

2

Could be better / Inconsistent

4

Good

1

Not very good / Often neglect this

3

Acceptable / OK

sheet:

31. Taking the lead whenever there is an opportunity to do so
32. Working through informal networks to get things done
33. Influencing the thinking of others
34. Presenting ideas in a way that engages others and inspires them to achieve more
35. Providing feedback which others act on
36. Supporting others in their learning and development
37. Communicating clearly and effectively
38. Listening attentively
39. Cooperating fully with others to achieve goals
40. Handling disagreements and confrontations positively

Emotional Quotient Answer Sheet

Enter your response to each question in the relevant box:

ONE		TWO		SECTION THREE		FOUR	
1		11		21		31	
2		12		22		32	
3		13		23		33	
4		14		24		34	
5		15		25		35	
6		16		26		36	
7		17		27		37	
8		18		28		38	
9		19		29		39	
10		20		30		40	
S1 =		S2 =		S3 =		S4 = _	

EMOTIONAL QUOTIENT QUESTIONNAIRE MARKING GUIDE

INSTRUCTIONS

The Answer Sheet is arranged so that scores are entered in to the boxes provided in FOUR columns one for each Section.

Add up the scores for EACH column.

The Total of the scores in column S1 gives the total for Self-Awareness; S2 for Self Management; S3 for Social Awareness; S4 for Social Skills

To enter the scores on the grid provided you must first convert the total scores for each column to a 1-10 score. This can be found in the table below. Convert each column total and then plot on the grid provided.

TOTAL SCORE for Column	1 – 10 ON GRID
47-50	10
44-46	9
41-43	8
39-40	7
37-38	6
34-36	5
31-33	4
26-30	3
21-25	2
10-20	1

EMOTIONAL QUOTIENT INTERPRETATION GRID

1. Now plot the converted totals on the grid below by placing 'X' in to the relevant box
2. You can now see your relative scores on the four key factors of EQ

High 10				
9				
8				
7				
6				
5				
4				
3				
2				
Low 1				
	S1 TOTAL <i>Self-Awareness</i>	S2 TOTAL <i>Self-Management</i>	S3 TOTAL <i>Social Awareness</i>	S4 TOTAL <i>Social Skills</i>