

## EMOTIONAL INTELLIGENCE SELF-ASSESSMENT TOOL

Rate each question below on a scale of 1-5 using the scale below.

1	2	3	4	5
never	rarely	sometimes	usually	always

- \_\_\_\_\_ 1. I am aware of the physical reactions (twinges, aches, sudden changes) that signal a “gut reaction.”
- \_\_\_\_\_ 2. I readily admit mistakes and apologize.
- \_\_\_\_\_ 3. When I feel angry I can still stay composed.
- \_\_\_\_\_ 4. I generally have an accurate idea of how another person perceives me during a particular interaction.
- \_\_\_\_\_ 5. In assessing a situation, I look at my biases and adjust my assessment accordingly.
- \_\_\_\_\_ 6. I can keep going on a project, despite obstacles.
- \_\_\_\_\_ 7. I can engage in an interaction with another and pretty well size-up that person’s mood based on non-verbal signals.
- \_\_\_\_\_ 8. Others feel encouraged after talking to me.
- \_\_\_\_\_ 9. I consider my “emotional temperature” before I make important decisions.
- \_\_\_\_\_ 10. When I feel a strong impulse to do something, I usually pause to reflect and decide whether I really want to act on it.
- \_\_\_\_\_ 11. I can deal calmly, sensitively, and proactively with the emotional displays of others.
- \_\_\_\_\_ 12. I can identify the emotion I am feeling at any given moment.
- \_\_\_\_\_ 13. I am able to honestly say how I feel without getting others upset.
- \_\_\_\_\_ 14. I can show empathy and match my feelings with those of another person in an interaction.
- \_\_\_\_\_ 15. I think about the emotions behind my actions.
- \_\_\_\_\_ 16. I am respected and liked by others, even when they don’t agree with me.
- \_\_\_\_\_ 17. I watch how others react to me to understand which of my own behaviors are effective and which are not.
- \_\_\_\_\_ 18. I am good at managing my moods, and I refrain from bringing negative emotions to work.
- \_\_\_\_\_ 19. It’s easy to understand why other people feel the way they do.
- \_\_\_\_\_ 20. I can effectively collaborate with others to develop my idea into something much larger and better with their input.

### Scoring the Tool

Enter your ratings for each numbered question in the category where it appears. Add the ratings for each category to obtain a total for that specific facet of Emotional Intelligence.

Self-Awareness	Self-Management
1. _____	3. _____
5. _____	6. _____
9. _____	10. _____
12. _____	13. _____
15. _____	18. _____
Total _____	Total _____
Social Awareness	Relationship Management
4. _____	2. _____
7. _____	8. _____
14. _____	11. _____
17. _____	16. _____
19. _____	20. _____
Total _____	Total _____

### Interpreting Your Score

Your score on these four components of Emotional Intelligence can range from a low of 5 to a high of 25. Any component where your score is below 18 is an area in which you could improve.

Emotional Intelligence is learnable and developmental. Use feedback from others, mentoring within your organization or friendship circles, and books and seminars to develop in those areas.

*(Adapted from Emily A. Sterrett, Ph. D., in The Manager's Pocket Guide to Emotional Intelligence, 2000, HRD Press: Amherst, MA and from The Handbook of Emotionally Intelligent Leadership by Daniel E. Feldman, 1999, Leadership Performance Solutions)*