

Survey of Emotional Intelligence

For simplicity, use a 1-5 scale, where 1 is low (doesn't meet the behavior listed) and 5 is high (does a great job of meeting the behavior). Write the scores and write in the sub-totals for each section. There is no total score.

There are also two general questions at the end. Get feedback on these from a different appraiser.

Your self-awareness: your ability to see yourself and to understand your impact on the world you live in. Emotionally intelligent behaviors include:

- _____ Can tell when own mood is changing
- _____ Can tell when own emotions are affecting performance
- _____ Quickly realizes when starting to lose temper
- _____ Quickly realizes when thoughts are turning negative
- _____ Reflects and learns from experience
- _____ Is open to feedback
- _____ Is able to show a sense of humor and laugh at themselves
- _____ Shows confidence in own capabilities
- _____ Is guided by internal belief and value system
- _____ Is able to articulate feelings and emotions appropriately

- _____ Total Score

Managing your emotions: the ability to control unproductive behaviors, manage feelings, impulses and energy. Emotionally intelligent behaviors include:

- _____ Is prepared to admit own mistakes
- _____ Acts ethically and can stand scrutiny
- _____ Will take a tough, principled stand even if it is unpopular
- _____ Challenges unethical actions in others
- _____ Just gets on with things when angry
- _____ Engages in self-talk to manage feelings of anger or anxiety

- _____ Able to concentrate when feeling anxious
- _____ Thinks clearly and stays focused under pressure
- _____ Remains cool in the face of others' anger or aggression
- _____ Stays composed, positive and unruffled even in trying moments

- _____ Total Score

Self-motivation: your ability to pursue goals with commitment, passion, energy and emotion.
Emotionally intelligent behaviors include:

- _____ Is driven to meet objectives and standards
- _____ Sets challenging goals
- _____ Constantly strives to improve performance
- _____ Is ready to seize opportunities
- _____ Mobilizes others through own efforts
- _____ Is motivated by hope of success rather than fear of failure
- _____ Bounces back quickly after a setback
- _____ Kick-starts self into action when needed
- _____ Willingly changes the way of doing things when current methods are not working
- _____ Able to lift energy level to tackle and complete boring tasks

- _____ Total Score

Managing your relationships: The ability to manage and build networks of relationships.
Emotionally intelligent behaviors include:

- _____ Actively seeks ways of resolving conflict
- _____ Is skilled at winning people over
- _____ Demonstrates empathy with others' feelings
- _____ Enables others to trust and confide in them
- _____ Respects and relates well to others from varying backgrounds

- _____Challenges bias and intolerance
- _____Accurately reads key power relationships
- _____Understands the forces that shape others' views
- _____Uses a win-win approach
- _____Fosters open communication

_____Total Score

Emotion Coaching: Your ability to help others develop their emotional capabilities both by direct intervention and example. Emotional intelligent behaviors include:

- _____Raises morale of others and makes them feel good
- _____Encourages enthusiasm in others
- _____Paints a positive picture of the future that others buy into
- _____Senses others' emotions and responses accordingly
- _____Communicates own feelings to others
- _____Leads by example; is a role model
- _____Builds rapport with others
- _____Makes and maintains personal friendships with work colleagues
- _____Models respect, helpfulness, honesty and co-operation

_____Total Score

Finally, find someone else you know to give you a different view about how well you relate to others. Ask them:

1. What values do they believe you hold, as a result of their contacts with you?
2. How easy is it for other people to be really open with you?

