**Tool 6.2: Emotional Intelligence (EQ) Assessment**

EQ is your ability to recognize and manage your emotions and the emotions of others.

Score each statement as honestly as possible, circling the appropriate number:

**1** = Never **2** = Rarely **3** = Sometimes **4** = Often **5** = Always

|  |  |
| --- | --- |
| **SECTION A** |  |
| 1 2 3 4 5 | 1. I can tell when my emotions are affecting my performance. |
| 1 2 3 4 5 | 1. I know my values, strengths and weaknesses. |
| 1 2 3 4 5 | 1. I learn from my experiences. |
| 1 2 3 4 5 | 1. I can correctly identify the underlying reasons for my feelings. |
| 1 2 3 4 5 | 1. I ask people to give me feedback. |
| 1 2 3 4 5 | 1. I’m patient and calm in difficult situations. |
| 1 2 3 4 5 | 1. I ask for help when I need it. |
| 1 2 3 4 5 | 1. I can accurately describe what I’m feeling. |
| 1 2 3 4 5 | 1. I know when the mood/attitude of others is affecting me. |
| 1 2 3 4 5 | 1. I know the people/situations that anger/frustrate me. |
|  | **TOTAL** |
| **SECTION B** |  |
| 1 2 3 4 5 | 1. I do not become defensive when criticized. |
| 1 2 3 4 5 | 1. I can think clearly and stay focused and calm in difficult circumstances. |
| 1 2 3 4 5 | 1. I usually or always meet commitments and keep promises. |
| 1 2 3 4 5 | 1. I focus on the goal no matter what is going on around me. |
| 1 2 3 4 5 | 1. I’m able to admit my mistakes. |
| 1 2 3 4 5 | 1. I don’t let my emotions rule my life. |
| 1 2 3 4 5 | 1. I know how to express my feelings appropriately. |
| 1 2 3 4 5 | 1. I handle setbacks effectively. |
| 1 2 3 4 5 | 1. I take responsibility for my behaviors and actions. |
| 1 2 3 4 5 | 1. I have strategies to help me when I’m feeling angry/out of control. |
|  | **TOTAL** |
| **SECTION C** |  |
| 1 2 3 4 5 | 1. I find it easy to read others’ emotions. |
| 1 2 3 4 5 | 1. I generally know how my colleagues will react in specific situations. |
| 1 2 3 4 5 | 1. I try to see things from another’s perspective. |
| 1 2 3 4 5 | 1. I’m attentive to the emotional cues of others. |
| 1 2 3 4 5 | 1. I appreciate the differences in how people handle things. |
| 1 2 3 4 5 | 1. I recognize how my behavior affects others. |
| 1 2 3 4 5 | 1. I feel compassion when I see others having a difficult time. |
| 1 2 3 4 5 | 1. People tell me I’m a good listener. |
| 1 2 3 4 5 | 1. I often observe people to see if there’s a correlation between what they’re saying, how they say it, and their body language. |
| 1 2 3 4 5 | 1. I relate well with each of my colleagues. |
|  | **TOTAL** |
| **SECTION D** |  |
| 1 2 3 4 5 | 1. I easily build rapport with colleagues and others. |
| 1 2 3 4 5 | 1. I achieve win-win outcomes. |
| 1 2 3 4 5 | 1. I can express my needs respectfully- even when I’m angry. |
| 1 2 3 4 5 | 1. I relate well to people of different backgrounds. |
| 1 2 3 4 5 | 1. I am able to give constructive feedback to others. |
| 1 2 3 4 5 | 1. I am connected to a wide network of people |
| 1 2 3 4 5 | 1. I am skillful at handling conflicts. |
| 1 2 3 4 5 | 1. I’m an effective team player. |
| 1 2 3 4 5 | 1. I am open to – and seek – feedback from others. |
| 1 2 3 4 5 | 1. I show my appreciation to others. |
|  | **TOTAL** |

**Capture your Scores and Calculate Your Overall EQ:**

|  |  |  |
| --- | --- | --- |
| Section A | Self Awareness |  |
| Section B | Self Management |  |
| Section C | Social Awareness |  |
| Section D | Relationship Management |  |
|  | Add the numbers: |  |
|  | Divide by 4 |  |
|  | **Overall EQ:** |  |

What Your Scores Mean

|  |  |
| --- | --- |
| 31 or above | Above average – you can use this skill to maximize your success |
| 30 | Average – it could be a strength, with a little improvement |
| 29 or below | Below average – this skill needs some work |