

Self-Assessment: Emotional Intelligence

Indicate whether each of the following statements is true or false for you.

Self-Awareness

1. I am aware of how I feel and why.
2. I understand how my feelings affect my behaviour and my performance.
3. I have a good idea of my personal strengths and weaknesses.
4. I analyse things that happen to me and reflect on what happened.
5. I am open to feedback from others.
6. I look for opportunities to learn more about myself.
7. I put my mistakes in perspective.
8. I maintain a sense of humour and can laugh about my mistakes.

Managing Emotions and Self-Regulation

9. I can stay calm in times of crisis.
10. I think clearly and stay focused when under pressure.
11. I show integrity in all my actions.
12. People can depend on my word.
13. I readily admit my mistakes.
14. I confront the unethical actions of others.
15. I stand for what I believe in.
16. I handle change well and stay the course.
17. I can be flexible when facing obstacles.

Self-Motivation

18. I set challenging goals.
19. I take reasonable and measured risks to achieve my goals.
20. I am results oriented.
21. I am seeking information on achieving my goals and improving my performance.
22. I go above and beyond what is simply required of me.
23. I am always looking for opportunities to do new things.
24. I maintain a positive attitude despite facing obstacles and setbacks.
25. I focus on success rather than failure.
26. I don't take failure personally or blame myself too much.

Empathy for Others

27. I pay attention to how others feel and react.
28. I can see someone else's point of view, even when I disagree with them.
29. I am sensitive to other people.
30. I offer feedback and try to help others achieve their goals.
31. I recognise and reward others for their accomplishments.
32. I am available to coach and mentor people.



- 33. I respect people from varied backgrounds.
- 34. I relate well to people who are different from me.
- 35. I challenge intolerance, bias, and discrimination in others.

Social Skills

- 36. I am skilled at persuading others.
- 37. I can communicate clearly and effectively.
- 38. I am a good listener.
- 39. I can accept bad as well as good news.
- 40. I can share my vision with others and inspire them to follow my lead.
- 41. I lead by example.
- 42. I challenge the status quo when necessary.
- 43. I can handle difficult people tactfully.
- 44. I encourage open and professional discussion when there are disagreements.
- 45. I look for win-win solutions.
- 46. I build and maintain relationships with others.
- 47. I help maintain a positive climate at work.
- 48. I model team qualities such as respect, helpfulness, and cooperation.
- 49. I encourage participation from everyone when I work in teams.
- 50. I understand political forces that operate in organisations.

Scoring Key: For each of the 50 items, give yourself a “1” if you marked “true” and a “0” if you marked “false”. Consider your total for each of the subscales and your overall total score:

Self-awareness ___ out of 8

Managing emotions and self-regulation ___ out of 9

Self-motivation ___ out of 9

Empathy for others ___ out of 9

Social skills ___ out of 15

Overall total ___ out of 50

Based on information in *Goleman, D. Working with Emotional intelligence (New York: Bantam Books, 1998)*; *MOSAIC competencies for professional and administrative occupations (U.S. Office of Personnel Management)*; *Rosier, R. H. (ed.), The Competency Model Handbook, Volumes One and Two (Boston: Linkage, 1994; 1995)*