

genös

**Emotional Intelligence
Full Version (Self-Assessment)**

Emotional Intelligence Self Assessment Version

Instructions

The Genos EI Self Assessment has been designed to measure how often you believe you demonstrate emotionally intelligent behaviours at work. There are no right or wrong answers. However, it is essential that your responses truly reflect your beliefs regarding how often you demonstrate the behaviour in question. You should not answer in a way that you think sounds good or acceptable. In general try not to spend too long thinking about responses. Most often the first answer that occurs to you is the most accurate. However, do not rush your responses or respond without giving due consideration to each statement. Below is an example.

Q. I display appropriate emotional responses in difficult situations.

You are required to indicate on the response scale how often you believe you demonstrate the behaviour in question. There are five possible responses to each statement (shown below). You are required to circle the number that corresponds to your answer where...

1 = Almost Never

2 = Seldom

3 = Sometimes

4 = Usually

5 = Almost Always

When considering a response it is important not to think of the way you behaved in any one situation, rather your responses should be based on your typical behaviour. Also, some of the questions may not give all the information you would like to receive. If this is the case, please choose a response that seems most likely. There is no time limit; however it should take between 15-25 minutes to complete.

Emotional Intelligence Self-Assessment Version

Below are a series of statements. Please circle the number corresponding to the statement that is most indicative of the way you typically think, feel and act at work. If you make a mistake simply cross it out and fill in the correct response.

	Almost Never	Seldom	Sometimes	Usually	Almost Always
1. I am aware of things that upset me at work.	1	2	3	4	5
2. I effectively express how I feel about issues at work.	1	2	3	4	5
3. I am aware of the things that make colleagues feel satisfied at work.	1	2	3	4	5
4. I ask others how they feel about different solutions when problem solving at work.	1	2	3	4	5
5. I take criticism from colleagues personally.	1	2	3	4	5
6. I create a positive working environment for others.	1	2	3	4	5
7. I demonstrate enthusiasm appropriately at work	1	2	3	4	5
8. I am aware of when I am feeling negative at work.	1	2	3	4	5
9. I find it difficult to identify the things that motivate people at work.	1	2	3	4	5
10. I demonstrate to others that I have considered their feelings in decisions I make at work.	1	2	3	4	5
11. I express how I feel to the wrong people at work.	1	2	3	4	5
12. I fail to get colleagues to cooperate.	1	2	3	4	5
13. I motivate others toward work related goals.	1	2	3	4	5
14. I remain focused when anxious about something at work.	1	2	3	4	5
15. I am aware of how my feelings influence the way I respond to colleagues.	1	2	3	4	5
16. I express positive emotions I experience at work inappropriately.	1	2	3	4	5
17. I fail to identify the way people respond to me when building rapport.	1	2	3	4	5
18. I consider the organisation's values when making important decisions.	1	2	3	4	5
19. I engage in activities that make me feel positive at work.	1	2	3	4	5
20. When necessary I effectively demonstrate empathy to colleagues	1	2	3	4	5
21. I behave inappropriately when angry at work	1	2	3	4	5
22. I am aware of my body language at work.	1	2	3	4	5
23. I express how I feel at the appropriate time.	1	2	3	4	5
24. I understand the things that cause others to feel engaged at work.	1	2	3	4	5
25. I demonstrate to others that I have considered my own feelings when making decisions at work.	1	2	3	4	5
26. I ruminate about things that anger me at work.	1	2	3	4	5
27. I am effective in helping others feel positive at work.	1	2	3	4	5
28. I demonstrate excitement at work appropriately.	1	2	3	4	5
29. I am aware of my mood state at work.	1	2	3	4	5
30. When I am under stress I become impulsive.	1	2	3	4	5
31. I demonstrate an understanding of others' feelings at work.	1	2	3	4	5
32. I communicate decisions at work in a way that captures other's attention	1	2	3	4	5

	Almost Never	Seldom	Sometimes	Usually	Almost Always
33. I effectively deal with things that annoy me at work.	1	2	3	4	5
34. I help people find effective ways of responding to upsetting events.	1	2	3	4	5
35. I fail to control my temper at work.	1	2	3	4	5
36. I am aware of the tone of voice I use to communicate with others at work.	1	2	3	4	5
37. I provide positive feedback to colleagues.	1	2	3	4	5
38. I fail to recognise when colleagues' emotional reactions are inappropriate	1	2	3	4	5
39. I gain stakeholders' commitment to decisions I make at work.	1	2	3	4	5
40. I appropriately respond to colleagues who frustrate me at work.	1	2	3	4	5
41. When colleagues are disappointed about something I help them feel differently about the situation.	1	2	3	4	5
42. I hold back my initial reaction when something upsets me at work.	1	2	3	4	5
43. I fail to recognise how my feelings drive my behaviour at work.	1	2	3	4	5
44. When I am happy at work I express how I feel effectively.	1	2	3	4	5
45. I identify others' non verbal emotional cues (e.g., body language).	1	2	3	4	5
46. I appropriately communicate decisions to stakeholders.	1	2	3	4	5
47. I demonstrate positive moods and emotions at work.	1	2	3	4	5
48. I help people deal with issues that cause them frustration at work.	1	2	3	4	5
49. I am impatient when things don't get done as planned at work.	1	2	3	4	5
50. I am aware of how my feelings influence the decisions I make at work.	1	2	3	4	5
51. When someone upsets me at work I express how I feel effectively.	1	2	3	4	5
52. I understand the things that make people feel optimistic at work.	1	2	3	4	5
53. I consider the way others may react to decisions when communicating them.	1	2	3	4	5
54. I quickly adjust to new conditions at work.	1	2	3	4	5
55. I don't know what to do or say when colleagues get upset at work.	1	2	3	4	5
56. When upset at work I still think clearly	1	2	3	4	5
57. I find it difficult to identify my feelings on issues at work.	1	2	3	4	5
58. I effectively express optimism at work.	1	2	3	4	5
59. I understand what makes people feel valued at work.	1	2	3	4	5
60. I take into account both technical information and the way I feel about different choices when making decisions at work.	1	2	3	4	5
61. I fail to handle stressful situations at work effectively.	1	2	3	4	5
62. I respond to events that frustrate me appropriately.	1	2	3	4	5
63. I am aware of things that make me feel positive at work.	1	2	3	4	5
64. I fail to resolve emotional situations at work effectively.	1	2	3	4	5
65. I have trouble finding the right words to express how I feel at work.	1	2	3	4	5
66. I identify the way people feel about issues at work.	1	2	3	4	5
67. I focus solely on facts and technical information related to problems when trying to derive a solution.	1	2	3	4	5
68. I fail to keep calm in difficult situations at work.	1	2	3	4	5
69. I explore the causes of things that upset me at work.	1	2	3	4	5
70. When I get frustrated with something at work I discuss my frustration appropriately.	1	2	3	4	5

Scoring

**The information written below is consistent with SPSS syntax, so you should be able to copy and paste, if you use SPSS. Otherwise, the relevant information should be discernable and implementable in another program.

** These are the negatively keyed items that need to be reverse coded

RECODE

```
q5 q9 q11 q12 q16 q17 q21 q26 q30 q35 q38 q43 q49 q55 q57 q61 q64 q65 q67  
q68 (MISSING=SYSMIS) (1=5) (2=4) (3=3) (4=2) (5=1) .  
EXECUTE .
```

** These are the items that correspond to each subscale

```
COMPUTE esa = q1+q8+q15+q22+q29+q36+q43+q50+q57+q63 .  
VARIABLE LABELS esa 'emotional self-awareness' .
```

```
COMPUTE ee = q2+q11+q16+q23+q37+q44+q51+q58+q65+q70 .  
VARIABLE LABELS ee 'emotional expression' .
```

```
COMPUTE eao = q3+q9+q17+q24+q31+q38+q45+q52+q59+q66 .  
VARIABLE LABELS eao 'Emotional Awareness of Others' .
```

```
COMPUTE er = q4+q10+q18+q25+q32+q39+q46+q53+q60+q67 .  
VARIABLE LABELS er 'emotional reasoning' .
```

```
COMPUTE esm = q5+q19+q26+q33+q40+q47+q54+q61+q62+q69 .  
VARIABLE LABELS esm 'emotional self-management' .
```

```
COMPUTE emo = q6+q12+q13+q20+q27+q34+q41+q48+q55+q64 .  
VARIABLE LABELS emo 'emotional management of others' .
```

```
COMPUTE esc = q7+q14+q21+q28+q30+q35+q42+q49+q56+q68 .  
VARIABLE LABELS esc 'emotional self-control' .
```

```
COMPUTE total_ei =  
q6+q12+q13+q20+q27+q34+q41+q48+q55+q64+q5+q19+q26+q33+q40+q47+q54+q  
61+q62+q69+q4+q10+q18+q25+q32+q39+q46+q53+q60+q67+q3+ q9+ q17+  
q24+ q31+ q38+ q45+ q52+ q59+ q66+ q2+ q11+ q16+ q23+ q37+ q44+ q51+  
q58+ q65+ q70+ q1+ q8+ q15+ q22+ q29+ q36+ q43+ q50+ q57+ q63+ q7+ q14+  
q21+ q28+ q30+ q35+ q42+ q49+ q56+ q68 .  
VARIABLE LABELS total_ei 'total emotional intelligence' .  
EXECUTE .
```